



2021-22 School Year Residency Verification Training

March 2021

Agenda

- Office of Enrollment and Residency
- Enrollment information from partner offices
 - My School DC
 - English Learner Supports – The OSSE Home Language Survey
 - Homeless Education Program
- Residency Requirements
 - Residency eligibility
 - Residency verification forms
 - Supporting residency documentation
 - Residency Document collection
 - Enrollment audit – binder preparation
 - Residency records retention requirements
- Non-resident enrollment and tuition
- Suspicion of non-residency and investigations
- Q + A

Objectives

At the end of this training, you should understand the following:

- What it means to be a bona fide resident and the documentation required.
- The importance of collecting residency documentation.
- The requirements for collecting residency documentation.
- The repercussions to the family and Local Education Agency (LEA) of enrolling ineligible non-resident students.
- How to handle non-resident students in your school or how to enroll them in your school.
- How to report suspicions of non-residency.

This training is a summary of the information available in the [OER Handbook](#), published in March 2021.



Office of Enrollment and Residency

Office of Enrollment and Residency (OER)

Enrollment Audit

- OER plans, conducts and provides to the DC Council a written report on the District of Columbia's annual enrollment audit.
- Takes place each year between October and December.
- School year-specific handbooks are disseminated to OSSE's external partners on an annual basis each summer.

Residency Verification

- OER provides guidance and training to LEAs and schools on issues pertaining to establishing and verifying residency.
- Develops and disseminates the District of Columbia's official residency verification forms.
- Monitors LEAs/schools for compliance with all applicable residency verification laws and rules.

Non-residency Investigations

- OER investigates issues of non-residency and makes findings.
- Tips are received through OSSE's phone hotline or website, or through the enrollment audit.
- Non-residents found to be attending a DC public school without a tuition agreement in place may be excluded from school, may owe tuition based on the educational services received as a non-resident, and can be referred to other DC agencies for further investigation.

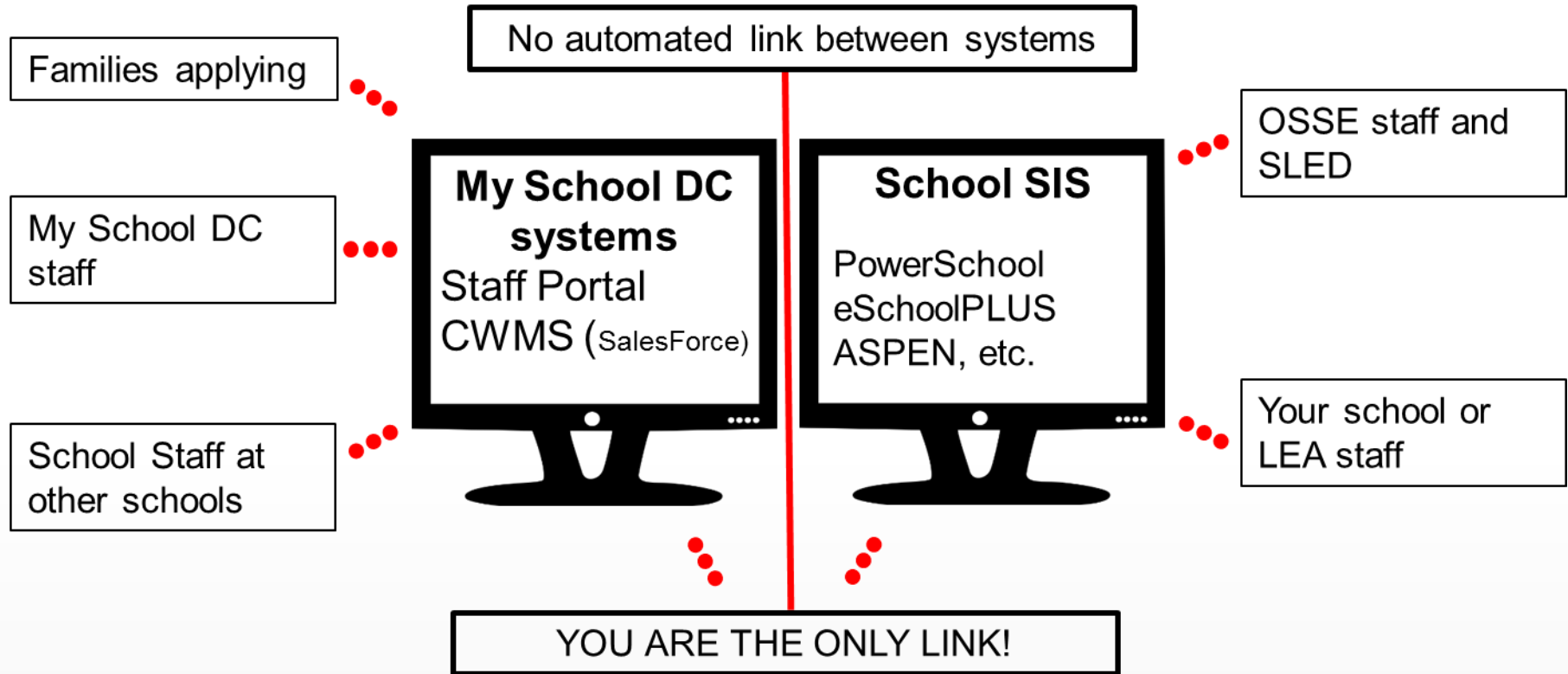
Non-resident Tuition Collection

- OER is responsible for executing and managing tuition agreements for non-resident adults, or parents/guardians or caregivers of minor, non-resident students that are eligible to attend a District public school.
- Schools that enroll non-resident students are not provided the tuition or Uniform Per Student Funding Formula (UPSFF) funds for that non-resident student.



My School DC

Separate systems for different audiences



When you enroll a student, do so in BOTH your Student Information System and in the My School DC Centralized Waitlist Management System (CWMS)

Lottery application for non-DC addresses

Pop-up text will appear if a guardian enters a non-DC (Maryland or Virginia) address.

We are doing this for two reasons:

1. To proactively message the residency requirement to attend public schools
2. To move families to bottom of waitlists if they do not plan to move to DC

PLEASE NOTE:

You indicated that you currently reside outside of the District of Columbia (DC). Are you planning to move into the District of Columbia by the time you enroll the student for the 2020-21 school year?

- ☐ Yes.
- ☐ I am not sure at this time.
- ☐ I am currently experiencing homelessness, housing unstable, or a Ward of the District.
- ☐ No. I will continue residing at my current (non-DC) address, and have no intent to move into the District of Columbia.



The OSSE Home Language Survey

Residency Verification Training

Legal Requirements

The Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act (ESSA), provides that under Title III, states must implement ***standardized statewide entrance criteria and procedures*** leading to the identification of students who are potentially eligible for placement in an LEA's language assistance program.

Further, English learners must be identified **within 30 days of enrollment**.
ESEA Section 3113(b)(2)

All LEAs must use OSSE's Home Language Survey in order to comply with state and local law. DCMR 5A-32: 3202.1

EL Identification: Federally-Required Steps for All LEAs

Step 1: Home Language Survey

Identify languages spoken at home and language(s) spoken by the student and whether language screening is warranted

Step 2: English Language Proficiency Screening

Identify whether a student is an English Learner

Inter-School/LEA Coordination

The two-step identification process works best when staff within the school/LEA work together.

Step 1:
Home Language Survey

***Enrollment
POC:*** *Receives
completed
survey

*Forwards
survey results to
Data Manager
and EL POC

Step 2:
**English Language
Proficiency Screening**

EL POC:

*Screens student

*Forwards
results to Data
Manager

Local Requirements

OSSE's most current HLS was released on Dec. 19, 2019.
The use of this version of the OSSE HLS is **now in effect**.

ALL DC public and public charter schools **must** use this version of the HLS. The requirement includes the use of:

- The survey questions
- The instructions for the survey administration and interpretation of responses
- The statement for families that precedes the survey questions
- The parent/guardian signature line
- The translations into the most common languages in DC

All LEAs will use this version of the HLS for school year 2021-22 enrollment **without exception**.

[OSSE Home Language Survey](#)

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Show What You Know

1) What document must LEAs use to identify English learners?

- a. The report card b. **The OSSE HLS** c. The federal HLS

2) What version of the OSSE HLS must LEAs use to identify English learners?

- a. **Dec. 19, 2019** b. January 2021 c. July 2018

3) When must the HLS must be given to every student enrolling in a DC public or public charter school?

- a. **First enrollment** b. Second and all other future enrollments

Show What You Know

4) Who is responsible for ensuring the collection of accurate responses by providing language support to families with Limited English proficiency?

- a. The parent/guardian **b. The LEA** c. The EL Coordinator

5) LEAs **may/may not** use an electronic version of the OSSE HLS.



Homeless Education Program

Community Learning and School Support (CLASS)

Division of Systems and Supports, K12

Office of the State Superintendent of Education

McKinney-Vento Homeless Assistance Act

Defines children and youth experiencing homelessness as:

- Children and youth who lack a fixed, regular and adequate nighttime residence (sheltered, hotel/motel, doubled up, unsheltered),
- Migratory children and youth living in above circumstances, and
- Unaccompanied youth, including youth who are not in the physical custody of a parent or guardian, who qualify as homeless because they live in circumstances described above; and children and youth in the care of a federally appointed sponsor.

McKinney-Vento Homeless Assistance Act

Enrollment of Children & Youth Experiencing Homelessness

- Children and youth in homeless situations can stay in the school they last attended when permanently housed (**school of origin**) or enroll in any public school that students living in the same attendance area are eligible to attend.
- **Best interest** – keeps students who are experiencing homelessness in their school of origin, unless against the parents' or guardians' wishes.
- Children and youth have a right to enroll in school **immediately**, even if they do not have required documents, such as school records, medical records, proof of residency and other documents.
- Ensure that **transportation** is provided, at the request of the parent or guardian (or, in the case of an unaccompanied youth, the liaison), to and from school.

McKinney-Vento Homeless Assistance Act

Tools For Capturing Housing Status & Homeless Data

- Local education agency's (LEA's) enrollment form – housing status
- LEA's student information system (SIS)
- Comprehensive Homeless Student Data Application (Qlik Sense)

McKinney-Vento Homeless Assistance Act

Transition to Permanent Housing

- At the beginning of each school year, school-based homeless liaisons are responsible for confirming the housing status of students identified as experiencing homelessness during enrollment to ensure their housing status did not change prior to the start of the school year.
- Students and families who are eligible for McKinney-Vento (MKV) supports (e.g., school supplies, uniforms and transportation assistance) may receive the supports for the duration of the school year they were identified as experiencing homelessness.
- Students and families who transition from housing insecurity to permanent housing **during** the current school year are still eligible to receive MKV supports for the remainder of the school year.

McKinney-Vento Homeless Assistance Act

Transition to Permanent Housing

- Students and families who have transitioned from housing insecurity into permanent housing (e.g., renting their home or residing in a home provided through a Rapid Re-Housing Program), **before the start of the new school year**, are considered permanently housed and not eligible for MKV supports.
- Students and families who have transitioned into permanent housing **outside of the attendance area** for their school (e.g., no longer living in-boundary to their school or residing outside of DC), **before the start of the new school year**, must enroll in their new in-boundary school.

McKinney-Vento Homeless Assistance Act

McKinney-Vento Quick Facts

- There are no age limits cited in the McKinney-Vento Act. Generally, it applies to children and youth age 21 and under, consistent with their eligibility for public education services under state and federal law.
- Families and youth in homeless situations frequently will not identify themselves as such. This may be due to the stigma and prejudices associated with homelessness or because the family or youth does not recognize that their living situation would be considered a homeless situation under the McKinney-Vento Act.
- There is no specific time limit on homelessness.
- LEA/school-based homeless liaisons ensure that students experiencing homelessness enroll in and have full and equal opportunity to succeed in school.

Contacts

For assistance please contact the following persons:

General information or to receive assistance

OSSE's Homeless Education Program

HEP.OSSE@dc.gov

Enrollment, transportation, trainings and community outreach

Tasheen Stallings

Homeless Education Program Analyst

Tasheen.Stallings@dc.gov or (202) 478-5927

McKinney-Vento grant funding and compliance

Danielle Rollins

Homeless Education Program Analyst

Danielle.Rollins@dc.gov or (202) 741-0255

McKinney-Vento federal guidelines and policies

Nicole Lee-Mwandha

Homeless Education State Coordinator

Nicole.Lee-Mwandha@dc.gov or (202) 654-6123



Residency Requirements

Importance of residency verification



Ensures DC residents have access to District public schools.



Ensures District public schools are funded appropriately for the DC resident students they serve.



Informs persons of the requirements and repercussions of enrolling an ineligible non-resident student.



Residency Eligibility

The enrolling person
must be a *bona fide*
District resident.



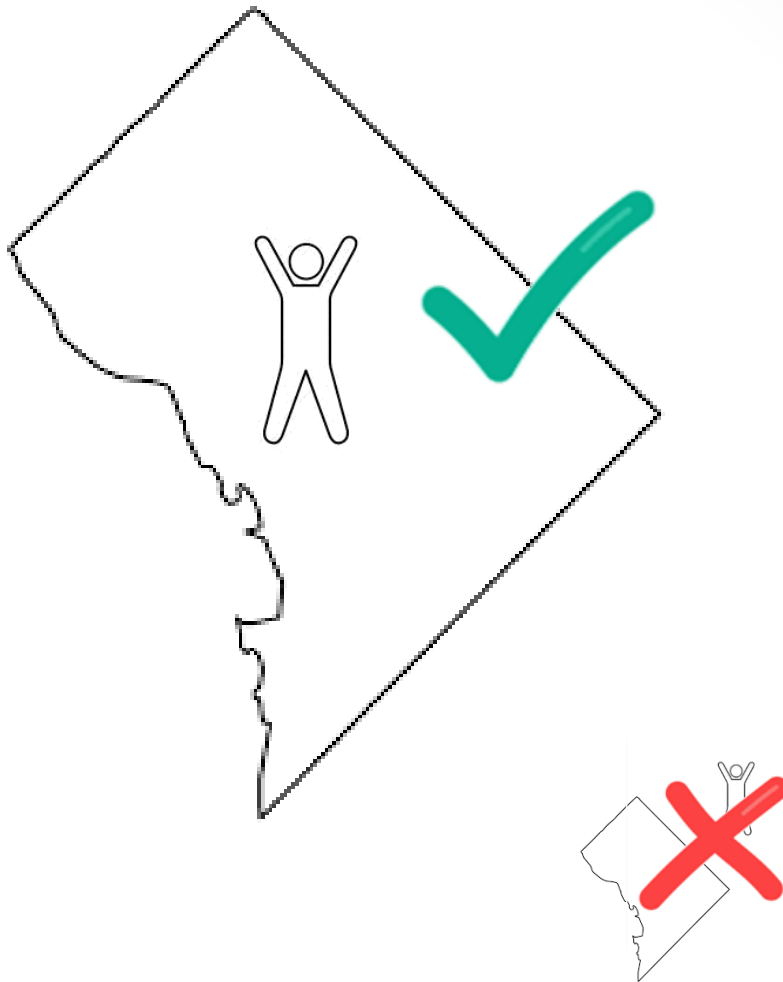
The enrolling person
must be *eligible* to enroll
the student.



Residency Requirements for Enrolling Person

In order to attend a District public school, tuition free, the enrolling person must both be a bona fide District resident and eligible to enroll the student or themselves as an adult student.

If both are not true, then the student is not eligible to be enrolled as a District resident.



What is a bona fide resident?

A bona fide resident is someone who is *physically* present in the District.

In addition, they also need to provide valid supporting documentation to support their claim of residency.

Exceptions – students experiencing homelessness, and DC students in foster care but housed in another state.

Parent

Guardian

Custodian

Other Primary Caregiver
(OPC)

Adult Student

Who is eligible to enroll a student?

Eligibility to enroll a student is limited to the parent, guardian, custodian, other primary caregiver (OPC), or adult student.

Only *one* parent, guardian, custodian is required to be a DC resident for the student to attend a District public school.

Exception – Minor students who are emancipated



See 5-A DCMR § 5000 *et seq.* for more information on residency regulations.

Parent

Guardian

Custodian

Other Primary Caregiver
(OPC)

Adult Student

Who is a parent?

Any parent, including an incarcerated parent, domestic partner, or step parent, who has physical and/or legal custody of the student.

The parent must be a bona fide resident.



See 5-A DCMR § 5000 *et seq.* for more information on residency regulations.

Parent

Guardian

Custodian

Other Primary Caregiver
(OPC)

Adult Student

Who is a Guardian?

Must be an appointed legal guardian of a student by a court of competent jurisdiction.

The guardian must be a bona fide resident.

Power of attorney is not sufficient evidence.



See 5-A DCMR § 5000 *et seq.* for more information on residency regulations.

Parent

Guardian

Custodian

Other Primary Caregiver
(OPC)

Adult Student

Who is a Custodian?

Must be a person who has physical custody granted by a court of competent jurisdiction.

The custodian must be a bona fide resident.



See 5-A DCMR § 5000 *et seq.* for more information on residency regulations.

Parent

Guardian

Custodian

Other Primary Caregiver
(OPC)

Adult Student

Who is an Other Primary Caregiver?

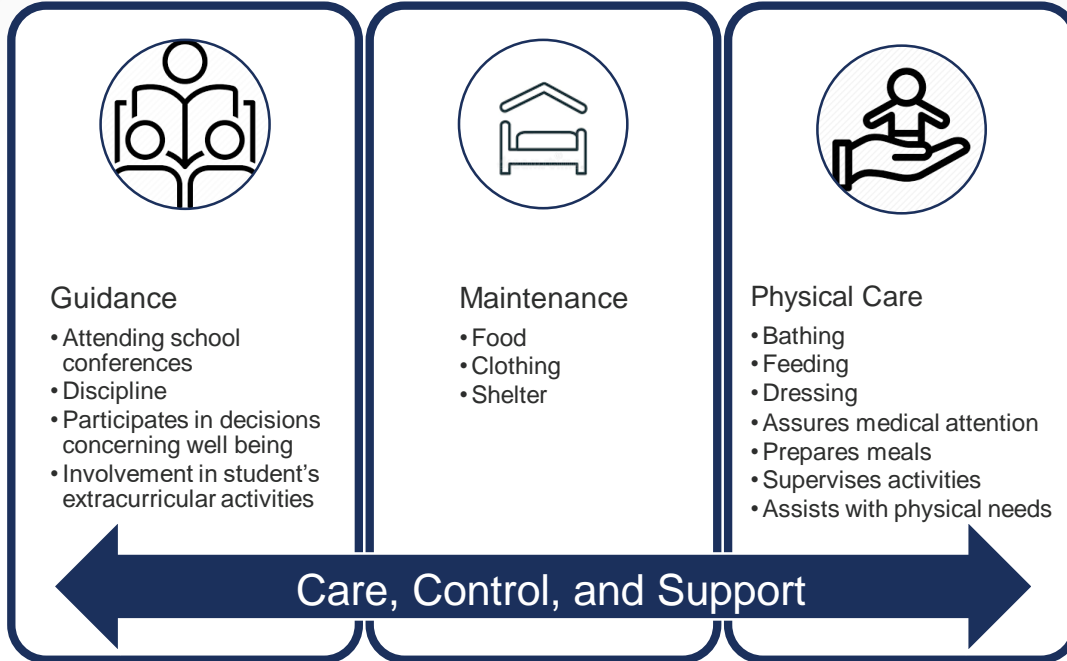
A person other than the parent, guardian, or custodian who provides care, control, and support because the student's parents, guardians, or custodian are unable to provide care, control and support due to a serious family hardship.

The OPC must be a bona fide resident *and* the student must reside with them.

Power of attorney is not sufficient evidence.



The OPC provides the following:



And

The student's parents, guardians, custodians suffer from serious family hardship:

Death	Active military assignment
Incarceration	Drug addiction
Serious illness	Loss of habitability
Abuse or neglect	Abandonment



See 5-A DCMR § 5000 *et seq.* for more information on other primary caregiver.

Eligibility of Other Primary Caregiver (OPC)

In order for a person to act as an OPC, the following must be true:

- The OPC provides care, control, and support for the student.
- The OPC is a bona fide DC resident.
- The student resides with the OPC.
- The OPC provides supporting documentation
- The student's parents, guardians, custodians are unable to provide care, control, and support due to serious family hardship.

If the student's situation does not fit this criteria, do not allow the OPC to enroll the student.

Parent

Guardian

Custodian

Other Primary Caregiver
(OPC)

Adult Student

Who is an adult student?

Adult students are 18 or older.

The adult student must be a bona fide resident.

If an adult student is residing with their parents, in the District, the adult student may establish residency using the parent's address and supporting documentation.



See 5-A DCMR § 5000 *et seq.* for more information on residency regulations.



Residency Verification Forms

2021-22 School Year Residency Verification Forms

- District of Columbia Residency Verification form (DCRV)
- Other Primary Caregiver form
- Other Primary Caregiver Attestation
- Sworn Statement of Residency
- Home Visit Consent and Verification form

[Forms are available on the OSSE website here.](#)



DC Residency Verification Form – 2021-22 School Year

Use this form to verify that you are a District resident and therefore you or your student is eligible to enroll in a DC public or public charter school. All forms and supporting residency documentation are submitted to the enrolling school.

Step One: Choose the residency verification method that best applies to you.

Details of the available methods for verifying your DC residency are provided on page two. Choose **ONE** after completing sections 2 and 3 below. To be eligible to enroll in a DC public or public charter school tuition-free: 1) the enrolling person must be the parent, adult student, or the valid legal guardian, custodian or Other Primary Caregiver with proper documentation; 2) the enrolling person has established a physical presence in the District of Columbia; and 3) the enrolling person has submitted valid and proper documentation that establishes residency as set forth in law and regulations.

Step Two: Provide information about student and enrolling person.

Student First Name:	Student Last Name:	DOB:
Name of 2021-22 School Year School:		
Enrolling person > First Name:		Last Name:
I am the: <input type="checkbox"/> student's legal parent/guardian/custodian <input type="checkbox"/> student's Other Primary Caregiver and completed the OPC Form		
<input type="checkbox"/> adult student <input type="checkbox"/> minor parent and completed the sworn statement		
Address of enrolling person:		
City:	State:	ZIP:
Email:		Phone:
DC Resident:		<input type="checkbox"/> Yes <input type="checkbox"/> No

Step Three: Sign Certification of Residency Requirements.

- I certify that I am the parent or the valid guardian, custodian, or Other Primary Caregiver and am submitting valid and proper residency documentation accordingly or have identified myself as a non-resident and understand the required tuition agreement and tuition payment needed for enrollment.
- I certify that I have established and will maintain a physical presence in the District, defined as the "actual occupation and habitation of a place of abode with the intent to dwell for a continuous period of time"; and I am submitting valid and proper documentation to verify residency, as set forth in 5-A DCMR § 5004; or, I have identified myself as a non-resident and will complete the required tuition agreement and tuition payment.
- I consent to the disclosure of whether I was determined to meet the residency requirements for any government funded financial assistance program (such as, Medicaid, TANF, or SNAP) in which I am enrolled for the sole purpose of verifying District residency for DC public or charter school enrollment. By signing below, I am saying: I authorize OSSE to obtain my personally identifiable DC residency status information from other state or federal agencies, including but not limited to, the DC Department of Human Services (DHS), the DC Housing Authority (DCHA), and the Department of Health Care Finance (DHCF). OSSE will protect my information and follow all applicable laws regarding the protection and use of this information.
- I understand that enrollment of the above-named student in District of Columbia Public Schools, public charter schools, or other schools providing educational services funded by the District of Columbia is based on my representation of bona-fide DC residency, including this sworn statement of physical presence and my submission of valid and proper documentation verifying residency or by completion of a tuition agreement and tuition payments.
- I understand that even if the documentation I provide appears to be satisfactory, OSSE or school officials, with reasonable basis, may seek further information to verify the student's residency or the Other Primary Caregiver status of the adult enrolling the student.
- If the District of Columbia, through OSSE, determines that I am not a resident or an approved non-resident under 5-A DCMR § 5007, I understand that I am liable for payment of retroactive tuition for the student, and that the student may be withdrawn from school.
- I understand that if I provide false information or documentation, I can be referred to DC Office of the Inspector General for criminal prosecution or to the DC Office of the Attorney General for prosecution under the False Claims Act and under D.C. Code § 38-312 which provides that any person who knowingly supplies false information to a public official in connection with student residency verification shall be subject to payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both a fine and imprisonment.
- I understand that this form and all supporting documentation to this form, including all other OSSE forms used to verify residency, will be retained by the school. I consent to their disclosure to OSSE, external auditors, and other District agencies including but not limited to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request, for the purposes of ensuring the accuracy of my District residency.
- I understand that the District of Columbia may use whatever legal means it has at its disposal to verify my residence.
- I agree to notify the school of any change of residence for myself or the student within three school days of such change.

Enrolling Person SIGN HERE: _____ DATE: _____

Step Four: Submit this completed form and applicable documentation to your school.

SCHOOL OFFICIAL USE ONLY The following method was used to verify District of Columbia residency. Choose ONE method.

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited to, the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): _____	Signature: _____	Date: _____
Method A: School official verified <input type="checkbox"/> OSSE Residency Verified (OLIK or ASPEN) <input type="checkbox"/> Homeless liaison verified <input type="checkbox"/> Ward of DC	Method B: Select one document <input type="checkbox"/> Pay stub <input type="checkbox"/> DC Gov. financial assistance <input type="checkbox"/> Certified DC Tax Form-D40 <input type="checkbox"/> Military housing orders <input type="checkbox"/> Embassy letter	Method C: Select two documents <input type="checkbox"/> DC motor vehicle registration <input type="checkbox"/> DC driver's license/non-driver ID <input type="checkbox"/> Lease with payment <input type="checkbox"/> Utility bill with payment <input type="checkbox"/> Method C: Home visit <input type="checkbox"/> Non-resident

DC Residency Verification (DCRV) Form

(page 1)

Required of ALL students enrolling in a District public school for the 2021-22 school year.

The form must be complete with each box and section filled out (N/A if not applicable)

The enrolling person must sign.

The school official must sign.

**DO NOT COMPLETE BEFORE
APRIL 2, 2021**



DC Residency Verification Form – 2021-22 School Year
Use this form to verify that you are a District resident and therefore you or your student is eligible to enroll in a DC public or public charter school. All forms and supporting residency documentation are submitted to the enrolling school.

OSSE

Step One: Choose the residency verification method that best applies to you.
Details of the available methods for verifying your DC residency are provided on page two. Choose one, after completing sections 2 and 3 below. You be eligible to enroll in a DC public or public charter school about tuition fees. 1) The enrolling person must be the parent, adult student, or the legal guardian, custodian or other primary caregiver with proper documentation. 2) The enrolling person has established a physical presence in the District of Columbia, and 3) The enrolling person has submitted valid and proper documentation that establishes residency as set forth in law and regulations.

Step Two: Provide information about student and enrolling person.

Student First Name: _____ Student Last Name: _____ DOB: _____

Name of 2021-22 School Year School: _____

Enrolling person > First Name: _____ Last Name: _____

I am the: ☐ student's legal parent/guardian/custodian ☐ student's Other Primary Caregiver and completed the OPC Form ☐ adult student ☐ enrolling parent and completed the sworn statement

Address of enrolling person: _____

City: _____ State: _____ ZIP: _____ DC Resident: ☐ Yes ☐ No

Email: _____ Phone: _____

Step Three: Sign Certification of Residency Requirements.

I certify that I am the parent or the legal guardian, custodian, or Other Primary Caregiver and am submitting valid and proper residency documentation according to the requirements of the OSSE and I have reviewed and understood the required tuition agreement and tuition payment method for enrollment.

I certify that I have established and will maintain a physical presence in the District, defined as the "actual acquisition and maintenance of a place of abode with the intent to dwell for an indefinite period of time", and am submitting valid and proper documentation to verify residency, as set forth in 3A-3008.1 (b)(6), as I have specified myself as a non-resident and will complete the required tuition agreement and tuition payment.

I consent to the disclosure of my student's information to the Department of Education for its use in the Department of Education's financial assistance program (such as Medicaid, TANF, or SNAP) in which I am enrolled for the purpose of verifying District residency for DC public or charter school enrollment. By signing below, I am giving my student's OSSE number, my personally identifiable DC residency status information from other state or foreign agencies, including but not limited to the DC Department of Health Services (DHS), the DC Department of Public Safety (DPS), and the Department of Health & Human Services (DHHS) OSSE will protect my information and forms of applicable law regarding the protection and use of this information.

I understand that enrollment of my child in a public school in the District of Columbia is based on my representation of bona fide DC residency, including this sworn statement of physical presence and my submission of valid and proper documentation verifying residency as my completion of a tuition agreement and tuition payment.

I understand that even if the documentation I provide appears to be satisfactory, OSSE or school officials, with reasonable basis, may seek further information to verify the student's residency or the Other Primary Caregiver status of the adult enrolling the student.

I affirm that I am not a resident or an approved non-resident under 3A-3008.1 (b)(7). I understand that I am liable for payment of immediate tuition for the student, and that the student may be withdrawn from school.

I understand that I provide false information or documentation, can be referred to the Office of the Inspector General for criminal prosecution or to the DC Office of the Attorney General for prosecution under the False Claims Act and under D.C. Code § 38-13 which provides that any person who knowingly supplies false information to a public official in connection with the payment of a fee of not more than \$2,000 or imprisonment for not more than 60 days, but not both, a fine and imprisonment.

I understand that this form and all supporting documentation to this form, including all other OSSE forms used to verify residency, will be retained by the school. I consent to my documents to OSSE, external auditors, and other District agencies including but not limited to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request, for the purpose of ensuring the accuracy of my District residency.

I understand that the District of Columbia may, use whatever legal means it has at its disposal to verify my residency.

I agree to notify the school of any change of residence for myself or the student within three school days of such change.

Enrolling Person SIGN HERE: _____ DATE: _____

Step Four: Submit this completed form and applicable documentation to your school.

SCHOOL OFFICIAL USE ONLY The following method was used to verify District of Columbia residency. Choose ONE method.

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): _____ Signature: _____ Date: _____

Method A: School official verified
☐ OSSE Residency Verified (QUIK or ASPEN)
☐ Homeless liaison verified
☐ Ward of DC

Method B: Select one document
☐ Pay stub
☐ DC Gov financial assistance
☐ Certified DC Tax Form-D40
☐ Military housing orders
☐ Embassy letter

Method B: Select two documents
☐ DC motor vehicle registration
☐ DC driver's license/non-driver ID
☐ Lease with payment
☐ Utility bill with payment

☐ **Method C: Home visit**
☐ Non-resident

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DCRV and the School Official

School official certifies that they have reviewed all documentation presented.

School official identifies documents submitted.

School official affirms that the information presented is true to the best of their knowledge.

School official affirms that the documentation will be retained.

Step Four: Bring this completed form and applicable documentation to your school.

SCHOOL OFFICIAL USE ONLY The following method was used to verify District of Columbia residency. Choose ONE method.

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited to, the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): Printed name Signature: Signature Date: 3/27/2020

<p>Method A: School official verified</p> <p><input type="checkbox"/> OSSE Residency Verified (QLIK or ASPEN)</p> <p><input type="checkbox"/> Homeless liaison verified</p> <p><input type="checkbox"/> Ward of DC</p>	<p>Method B: Select one document</p> <p><input type="checkbox"/> Pay stub</p> <p><input type="checkbox"/> DC Gov financial assistance</p> <p><input type="checkbox"/> Certified DC Tax Form-D40</p> <p><input type="checkbox"/> Military housing orders</p> <p><input type="checkbox"/> Embassy letter</p>	<p>Method B: Select two documents</p> <p><input checked="" type="checkbox"/> DC motor vehicle registration</p> <p><input type="checkbox"/> DC driver's license/non-driver ID</p> <p><input checked="" type="checkbox"/> Lease with payment</p> <p><input type="checkbox"/> Utility bill with payment</p>	<p><input type="checkbox"/> Method C: Home visit</p> <p><input type="checkbox"/> Non-resident</p>
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Important for verifying dates of supporting residency documents.

Enrolling person, follow ONE of the methods (A-C) to verify your DC residency.			
<p>Verify with a school official. If you are experiencing homelessness, a ward of the District, and/or a participant of a District public benefits program, such as Medicaid, Supplementation Nutrition Assistance Program, or Temporary Assistance for Needy Families – your school may already have your information. Check with your school official or the school's homeless liaison.</p>			
A	<p>Verify through the Office of Tax and Revenue (OTR). Re-enrolling families/students are often able to verify residency using OTR residency verification process. The enrolling person must have paid taxes in DC during the previous fiscal year and have the student's Social Security number. The student must be re-enrolling in the same local education agency and enrolling in grades K-12. Login to the system at osse.dctax.com. If successful, your verification will then be available for your school to confirm.</p>		
<p>Verify by submitting supporting documentation. All items must include the same name and address of the enrolling person as completed on the DC residency verification form and school-based enrollment documents.</p>			
<table border="1"> <tr> <td> <p>ONE item is needed from this list.</p> <ul style="list-style-type: none"> A valid pay stub issued within 45 days of the school's review of this form. Must contain withholding of only DC personal income tax for the current tax year and no other states listed for deduction, even if the amount is zero. It must also show a DC personal income tax withholding amount greater than zero for both the current tax year and current pay period. Unexpired official documentation of financial assistance from the Government of the District of Columbia, issued to the enrolling person within the past 12 months and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income, housing assistance or other programs. Certified copy of Form D40 by the DC Office of Tax and Revenue (OTR), with evidence of payment of DC taxes for the current or most recent tax year and must bear the OTR stamp. Current military housing orders or statement on military letterhead, must be official correspondence and cite the specific DC address of residence. Embassy letter issued within the past 12 months. Must contain an official embassy seal and signature of embassy official; and indicate that the enrolling person currently resides, or will reside, on embassy property in DC during the relevant school year. </td> <td> <p>TWO different items are needed from this list.</p> <ul style="list-style-type: none"> DC motor vehicle operator's permit or official government-issued non-driver identification that is valid and unexpired. DC motor vehicle registration that is valid and unexpired. Lease or rental agreement that is valid and unexpired <u>with a separate proof of payment of rent</u>, such as receipt of payment, money order, or copy of cashed check. The lease must contain the start date, monthly rent amount, name of landlord, and be signed by the enrolling person and landlord. The separate proof of payment must be for a period within two months immediately preceding the school's review of this form and match the monthly rent amount stated on the lease. Utility bill (only gas, electric, and water bills are acceptable) <u>with a separate paid receipt showing payment of the bill</u>, such as receipt of payment printout, money order, or copy of cashed check. The utility bill must be for a period within the two months immediately preceding the school's review of this form. The separate proof of payment must be for the specific bill submitted. The most common submission is two consecutive bills where the second bill shows payment on the first bill. 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B	<p>OR</p>		
C	<p>Verify through a home visit. If you are unable to verify through one of the above methods, speak with your school official about a home visit.</p>		
Enrolling as a non-resident student			
<p>Non-resident students are only eligible to attend a District public school if there are no eligible DC residents on the waitlist, the LEA agrees to enroll the student, there is a signed tuition agreement in place with the Office of the State Superintendent of Education, and an initial tuition payment has been made. To complete a tuition agreement and tuition payment, please email osse.residency@dc.gov. Non-residents are not eligible for enrollment through the District's Pre-K Enhancement and Expansion Funding Program.</p>			
Persons eligible to enroll a student.			
<ul style="list-style-type: none"> Parent - a natural parent, stepparent, domestic partner, or parent by adoption who has custody or control of a student, including joint custody. Guardian - an appointed legal guardian of a student by a court of competent jurisdiction. Custodian - a person to whom physical custody has been granted by a court of competent jurisdiction. Other Primary Caregiver - is a person other than a parent or court-appointed custodian or guardian who is the primary provider of care or control and support to a student who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship. Adult Student - A student who is 18 years of age or older, or who has been emancipated from parental control by marriage, operation of statute, or the order of a court of competent jurisdiction. 			
<p>Office of the State Superintendent of Education 1050 First St. NE, Washington, DC 20002 202.727.6436 osse.dc.gov version 03.01.21 Page 2 of 2</p>			

DC Residency Verification (DCRV) Form

(page 2)

Detailed information about valid supporting residency documentation

Information about enrolling as a non-resident

Definitions of persons eligible to enroll a student.

**DO NOT COMPLETE BEFORE
APRIL 2, 2021**

Correcting errors on forms

Complete a *New* form if:

- An edit is made to the form that changes what the enrolling person has *attested* to.
 - Dates
 - Names
 - Addresses
- An edit is made to the form that changes what the school official has *attested* to.
 - Dates

Edit the existing form if:

- An edit is made to the form that does not change what the enrolling person attested to but clarifies.
 - City quadrant
 - Name prefixes/suffixes
 - Campus names (as long as LEA is correct)



Home Visitation Consent & Verification Form – 2021-22 School Year

Use this form to consent to allowing a school official to verify District of Columbia residency by visiting your residence. Complete one form per student enrolling in a DC public or public charter school.

Step One: Provide information about your family.

Student First Name:	Student Last Name:	DOB:
Enrolling Person:		
I am <input type="checkbox"/> student's parent/guardian/custodian <input type="checkbox"/> student's Other Primary Caregiver and completed the OPC form		
or <input type="checkbox"/> adult student <input type="checkbox"/> minor parent and completed the sworn statement		
Address of enrolling person:	City:	State: ZIP:
Email:	Phone:	

Step Two: Consent to home visit by a school official.

I hereby consent for a school official to conduct a home visit for the purpose of validating my DC residency. Personal information that may be collected in connection with this visit is to be retained in the official record of the student and will not be transferred or disclosed outside of the school, local education agency or state education agency, except where disclosure is required by law or is pursuant to the verification of my District residency. This information will be used for the purpose of validating District residency of the student's parent, guardian, or other primary caregiver, or of the adult student him/herself.

Signature of Person Enrolling Student: _____ Date: _____

SCHOOL OFFICIAL USE ONLY The following information was verified by conducting a home visit by a school official.

Step 1	Date of Home Visit (mm/dd/yyyy):	<input type="checkbox"/> In-person <input type="checkbox"/> Remote
Step 2	Name of people residing in the home:	Relationship to student:
Step 3	Who is the Primary Lease/Mortgage Holder?	Is the student on the lease? If no, explain:
Step 4	Is there evidence that the enrolling person resides at the residence? Describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Step 5	If enrolling person is an Other Primary Caregiver, is there evidence that the student resides at the residence? Describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Step 6	Check only one: <input type="checkbox"/> I have confirmed District residency of the enrolling person by conducting a home visit. <input type="checkbox"/> I have confirmed District residency of the enrolling person and student by conducting a home visit (OPC Only). <input type="checkbox"/> I was unable to confirm District residency of the enrolling person by conducting a home visit. <input type="checkbox"/> I was unable to confirm District residency of the enrolling person and student by conducting a home visit (OPC Only).	

I certify that I am the school official authorized by the above named school to conduct a home visit for the student named above. I attest that the information herein provided is true to the best of my knowledge based on the home visit I conducted.

School Official Name (print): _____ Signature: _____ Date: _____

Page 1

☐ In-person
☐ Remote

Page 2

Guidance for School Official conducting home visit

Reason for conducting home visit:	Items to confirm:
Residency verification of parent, guardian, custodian	<input type="checkbox"/> Parent, guardian, custodian has custody of student <input type="checkbox"/> Parent, guardian, custodian resides at the residence
Verification of Other Primary Caregiver (OPC)	<input type="checkbox"/> Evidence that the OPC resides at the residence <input type="checkbox"/> Evidence that the student resides at the residence

Possible items to look for when confirming residence

The following items could be used to confirm the person enrolling the student and/or the student resides at the residence. This is not an exhaustive list.

- Personal hygiene products/toiletries
- Personal effects such as clothing, shoes, or items normally worn or carried on the person
- Sleeping area
- Student's school work
- Personal photos
- Mail

Home Visit Consent and Verification Form

Form is used to provide consent and conduct the home visit.

Enrolling person must provide consent.

The enrolling person must sign and date.

The school official must complete the form.

The school official must sign and date.

Now includes check box for in-person or remote.





Other Primary Caregiver (OPC) Form – 2021-22 School Year

Use this form to verify that the enrolling student is under the care of "Other Primary Caregiver." School officials should only collect this form if the person enrolling the student is *NOT* the parent, legal guardian, or court appointed custodian of the student and whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship.

Step One: Determine if you are an Other Primary Caregiver.

An "Other Primary Caregiver" is a person other than a parent or court-appointed custodian or guardian who is the primary provider of care or control and support to a student who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship. Other Primary Caregivers must establish DC residency as required on the DC Residency Verification Form, in addition to establishing his/her status as an "Other Primary Caregiver." See reverse for definition of care or control and substantial support.

Step Two: Provide information about your Other Primary Caregiver status.

Student First Name:	Student Last Name:	
OPC First Name:	OPC Last Name:	
OPC Address:		
City:	State:	ZIP:
Relationship to enrolling student:	Date student started residing with OPC:	
Verify Other Primary Caregiver status (check any that apply):		
<input type="checkbox"/> I provide care or control for the enrolling student		
<input type="checkbox"/> I provide substantial support for the enrolling student		
<input type="checkbox"/> Enrolling student resides with me, the other primary caregiver		

Step Three: Provide information about the parent/legal guardian.

Full Name of Parent/Legal Guardian:			
Address of Parent/Legal Guardian:			
City:	State:	ZIP:	Phone:
The parent or legal guardian is unable to provide primary care and substantial support because of the following serious family hardship (check any that apply):			
<input type="checkbox"/> he/she has an active military assignment		<input type="checkbox"/> he/she is incarcerated	
<input type="checkbox"/> he/she suffers from a serious illness		<input type="checkbox"/> he/she does not live with the child due to neglect and/or abuse	
<input type="checkbox"/> he/she is deceased		<input type="checkbox"/> he/she has abandoned the child	
<input type="checkbox"/> he/she is experiencing loss of habitability		<input type="checkbox"/> he/she is unavailable due to deportation	

Step Four: Confirmation of Other Primary Caregiver Status.

By signing below, I swear and attest that I am the Other Primary Caregiver and the parent, custodian, or guardian is unable to supply such care and support because of a serious family hardship. I further accept that all provisions set forth in "Step Three: Certification of Residency Requirements" on the DC Residency Verification Form are incorporated and merged herein.

Other Primary Caregiver SIGN HERE: _____ Date: _____

SCHOOL OFFICIAL USE ONLY Complete the area below to confirm school verification of other primary caregiver status.

I reviewed the Other Primary Caregiver status as specified above and the OPC meets all three criteria and that the parent or legal guardian is unable to provide primary care and substantial support due to serious family hardship. In addition, the above identified Other Primary Caregiver provided one of the following documents to verify OPC status:

- | | |
|--|---|
| <input type="checkbox"/> Sworn Statement | <input type="checkbox"/> Unexpired official documentation from the federal government or the Government of the District of Columbia |
| <input type="checkbox"/> Records from the previous school year | <input type="checkbox"/> Attestation for Other Primary Caregiver |
| <input type="checkbox"/> Immunization or medical records | |

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited to, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): _____ Signature: _____ Date: _____

Other Primary Caregiver Form

Completed by **eligible** other primary caregivers enrolling a student.

Other primary caregiver must sign and date.

School official confirms that parent, guardian, or custodian cannot provide care and support due to *serious family hardship*.

The school official must sign and date.

Now includes additional family hardship scenarios.



Other Primary Caregiver must submit one of the documents identified below to verify the other primary caregiver status.

Methods	<ul style="list-style-type: none"> A completed and signed sworn statement indicating that he/she is the primary caregiver for the student. Records from the previous school year indicating that the student is in the care of the caregiver, including, but not limited to, a signed report card. Immunization or medical records issued within the last 12 months immediately preceding the school's review of the residency documentation, indicating that the student is in the care of the caregiver. Unexpired official documentation from the federal government or the Government of the District of Columbia with an issue date within the last 12 months immediately preceding the school's review of residency documentation, indicating that the caregiver receives public or medical benefits on behalf of the student, including, but not limited to, Supplemental Security Income annual benefits notification or TANF verification of income notice or recertification approval letter. An attestation for Other Primary Caregiver completed and signed by a legal, medical or social service professional attesting to the caregiver's status relevant to the student and issued within the last 12 months immediately preceding the school's review of residency documentation.
---------	--

Am I an Other Primary Caregiver?

5-A DCMR § 5099 states that an Other Primary Caregiver (OPC) is a person, other than the enrolling student's parent or court appointed custodian or guardian. The enrolling student must *reside* with the OPC and the OPC *must provide the student with guidance, maintenance, physical care and support*. In addition, the student's parents, guardians, or custodians are *unable to provide the student primary care and substantial support due to serious family hardship*. If you do not provide guidance, maintenance, and physical care, and the student's parents, guardians, or custodians do not suffer from a serious family hardship, you do not qualify as an Other Primary Caregiver. Do you provide the following items in the table below?

Support	When the OPC is exercising <i>primary</i> responsibility to provide the child with financial resources for the child's livelihood.
Guidance	When the OPC participates in the responsibility for the child's development on a daily basis: <ul style="list-style-type: none"> Attending school conferences Disciplining the child Participating in decisions concerning the child's well-being Involvement in the child's extracurricular activities
Maintenance	When the OPC is providing necessities: <ul style="list-style-type: none"> Food Clothing Shelter
Physical care	When the OPC is providing continuous care for the child by performing tasks required in the child's daily life: <ul style="list-style-type: none"> Bathing Feeding Dressing Assuring medical attention will be received by the child Preparing meals Supervising the child's activities Assisting with other physical care needs

Other Primary Caregiver Form

(page 2)

States the methods for verifying other primary caregiver status.

Provides guidance on what it means to provide primary care and substantial support.



Attestation of Other Primary Caregiver – 2021-22 School Year

This form is to be completed by a legal, medical, or social service professional attesting to the status of a person as an "other primary caregiver" to a minor student.

Step One: Review the definition/description of an Other Primary Caregiver (OPC).

An "other primary caregiver" is a person other than a parent, court-appointed custodian or guardian who is the primary provider of care and support to a child who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship. For the purpose of this form, a parent is "unable to provide care and support" to a child if one of the serious family hardship conditions described in the boxes below applies. A person seeking to enroll the student as "other primary caregiver" shall provide documentation, including this form, which establishes his or her status as BOTH an "other primary caregiver" AND his or her residency in the District of Columbia as required by District of Columbia law and regulations.

Step Two: Provide information as the professional attesting to status as an OPC.

Professional First Name:	Professional Last Name:	
Place of Employment:	Title:	
Employer Address:		
City:	State:	ZIP:
Relationship to OPC/Student:		
Student First Name:	Student Last Name:	
OPC First Name	OPC Last Name	
OPC Address:		
City:	State:	ZIP:

Step Three: Identify the reason for OPC status.

To the best of my knowledge, the child's parent, court appointed custodian or guardian is unable to provide care and support to the child, because the parent, court appointed custodian or guardian (check any that apply):

- | | |
|--|--|
| <input type="checkbox"/> he/she has an active military assignment | <input type="checkbox"/> he/she is incarcerated |
| <input type="checkbox"/> he/she suffers from a serious illness | <input type="checkbox"/> he/she does not live with the child due to neglect and/or abuse |
| <input type="checkbox"/> he/she is deceased | <input type="checkbox"/> he/she has abandoned the child |
| <input type="checkbox"/> he/she is experiencing loss of habitability | <input type="checkbox"/> he/she is unavailable due to deportation |

Step Four: Sign and complete the attestation of OPC status.

I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information and belief.

Signature of Attesting Professional: _____ Date: _____

Printed Name: _____ Title: _____

Organization: _____ Contact Phone: _____

Email: _____

Attestation of Other Primary Caregiver

Used as documentation to verify other primary caregiver status.

Not completed by the OPC.

Only completed by a legal, medical, or social service professional.

Attesting professional must sign and date.





Sworn Statement – 2021-22 School Year

This form is to be completed by the person enrolling the student, or by the parent of an adult student or minor parent, in cases when a sworn statement is needed to complete residency verification. For example, use this form in cases where a minor parent is enrolling their child but currently living at home and not able to prove DC residency.

Provide information about individual.

Student First Name:	Student Last Name:	
Person completing sworn statement > First Name:	Last Name:	
Address of person completing sworn statement:		
City:	State:	ZIP:
Relationship to enrolling student:		
Email:	Phone:	

Identify basis for sworn statement.

Check the appropriate basis for the sworn statement:

- ☐ I am the parent of an adult student and the student resides with me at the address provided above. Documents establishing DC residency as set forth in SA DCMR § 5004.2 are attached.
- ☐ I am the parent of a minor parent and the minor parent and child reside with me at the address provided above. Documents establishing DC residency as set forth in SA DCMR § 5004.2 are attached.
- ☐ I am the Other Primary Caregiver of the student as attested in the Other Primary Caregiver form. Documents establishing DC residency as set forth in SA DCMR § 5004.2 are attached.

Sign and complete the sworn statement.

I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information and belief. I further accept that all provisions set forth in "Step Three: Certification of Residency Requirements" on the DC Residency Verification Form are incorporated and merged herein.

Signature of person completing sworn statement: _____ Date: _____

Sworn Statement of Residency

Limited use cases:

A minor parent is enrolling a minor student – signed by minor parent's adult parent.

An adult student is living with an adult parent – signed by the adult parent.

Person completing sworn statement must sign and date.

Residency forms by enrolling person

Enrolling Person	Residency Forms Required
Parent, Guardian, Custodian	<ul style="list-style-type: none"> • DCRV • Residency supporting documentation
Other Primary Caregiver (OPC)	<ul style="list-style-type: none"> • DCRV • Residency supporting documentation • Other primary caregiver form • Other primary caregiver supporting documentation
Adult student	<ul style="list-style-type: none"> • DCRV • Residency supporting documentation
Adult student residing w/parent	<ul style="list-style-type: none"> • DCRV (completed by adult student) • Residency supporting documentation (of parent) • Sworn statement of residency (completed by parent)
Minor parent residing w/ adult parent	<ul style="list-style-type: none"> • DCRV (Completed by minor parent) • Residency supporting documentation (of adult parent) • Sworn statement of residency (completed by adult parent)

DCRV in electronic fillable format

An LEA may convert the DCRV and additional required forms into an electronic format – fillable pdf, online school enrollment system – but the DCRV and additional required forms shall meet the following requirements:

- The content and substance of the residency verification forms shall not be altered, redacted, or expanded in any way;
- Completed residency verification forms shall be exportable in the same format as provided by OSSE;
- Easily available to comply with the five-day requirement to submit the forms for investigation purposes;
- Printed and signed in person, or be in compliance with OSSE's electronic signature guidance;
- Provided in the required format for OSSE's annual enrollment audit; and
- Maintained in accordance with all records retention policies.

OSSE does not review or approve residency verification form systems. The LEA is responsible for meeting all requirements.



Electronic signatures

When completing the DCRV or the additional required forms, both a physical signature, or 'wet ink' signature, and electronic signature are acceptable. But the electronic signature must meet the following requirements:



- Digital certificate
- Encryption used to authenticate
- Evidence of the origin of the signature
- Evidence of the record being sent
- Evidence of receipt
- A timestamp
- Long-term storage of evidence



- Cannot be a digitized image of a handwritten signature
- Cannot be a password or personal identification number
- Cannot be a mark or symbol indicating an intent to sign
- Cannot be a symbol ("/s/") affixed to a digital document.

OSSE does not review or approve electronic signature systems. The LEA is responsible for meeting all requirements.



Supporting Residency Documentation

Valid Supporting Residency Documents

There are three primary ways the enrolling person can verify DC residency.

Method A	The school confirms the residency indicator in the Qlik application. This application provides verified residency data through District public benefits programs as well as the Office of Tax and Revenue.		
Method B	The school receives and certifies valid supporting residency documents submitted by the enrolling person.		
	One item	Or	Two Items
	<ul style="list-style-type: none">• Pay stub• Unexpired official documentation of financial assistance• Certified D40• Current military housing orders or statement• Embassy letter		<ul style="list-style-type: none">• DC license or ID• DC vehicle registration• Lease and separate proof of payment• Utility bill and separate proof of payment
Method C	The parent consents to a home visit conducted by a school official.		



COVID-19 Guidance for the 2021-22 School Year

Extension of Expiration Dates on DC DMV Documents

- Valid driver's licenses, identification cards, and vehicle registrations that expired March 1, 2020, through the duration of the public health emergency are acceptable valid supporting documents for residency verification if presented to the LEA on or before 45 days after the public health emergency concludes

Extension of Remote Home Visitation to Verify Residency

- Remote home visits will continue to be allowed for 2021-22
- Steps to conduct a remote home visit:
 - Enrolling person completes the Home Visitation Consent and Verification form
 - Use a live video application and in one continuous video the school official should see the following:
 - Outside of residence, including address number;
 - Inside of residence; and
 - Evidence that verifies the enrolling person resides at the address.
 - School official completes the Home Visitation Consent and Verification form



Valid Supporting Residency Documents

Method A

OSSE Residency Verified (OSSE RV)

Through interagency data-sharing agreements, OSSE is able to confirm District residency through these other DC Government agencies.

OSSE RV covers families receiving District public benefits, students experiencing homelessness, wards of the District, and persons that use OSSE's Office of Tax and Revenue online validation form.

Students that are OSSE RV will not have their supporting residency documentation reviewed by auditors during the enrollment audit and are not included in the enrollment audit sample.

Over 60K students were OSSE RV in the 2020-21 school year enrollment audit.

OSSE Residency Verified (OSSE RV)

How It Works:

- LEAs are able to review students that are OSSE RV in the [QLIK SY21-22 OSSE Subsidy Residency application](#). *Make sure you review the correct school year.*
- The application will be available starting April 5, or sooner.
- LEAs will see a large student roster but the enrolling student **must have a “Y”** in the residency indicator column.
- Students that are OSSE RV are not included in the annual enrollment audit sample and auditors will not look for supporting residency documentation.
- Students are only *added* to the application, they are not removed during the year.
- The OSSE RV list updates nightly, so students are added throughout the school year.

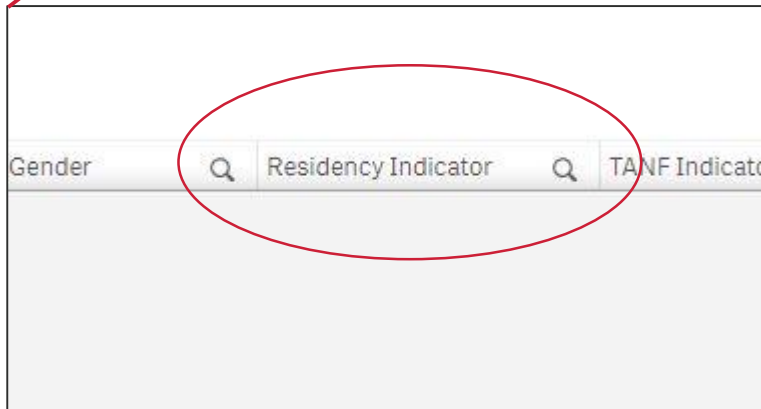
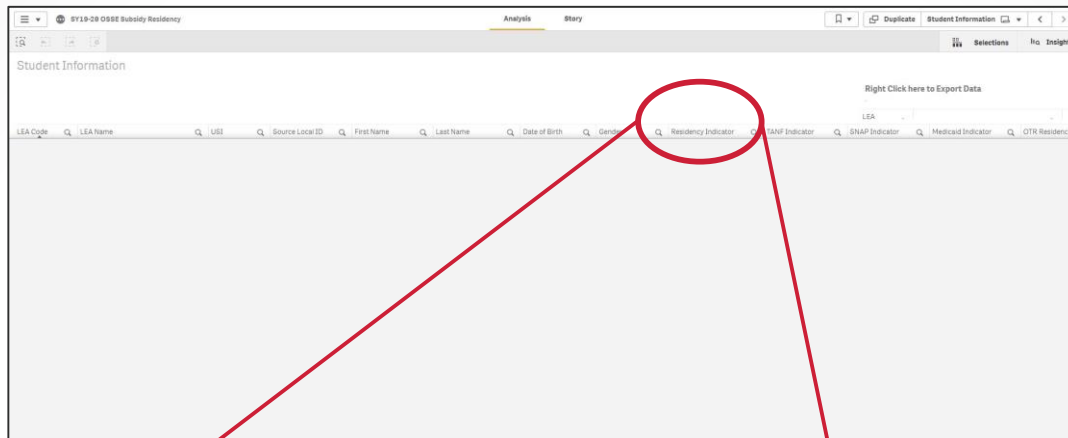
OSSE Residency Verified (OSSE RV)

Application Limitations:

- The data displayed in the tool reflects the data received through interagency agreements – OSSE does not control this data and only reflects what is provided.
- Expect situations where one sibling is OSSE RV and the other is not, or where a student is known to be receiving DC government financial benefits but is not in the OSSE RV list.
- OSSE is not able to change the OSSE RV data. If a student is not listed with a “Y” in the residency indicator, the LEA shall collect supporting documentation for the student.
- LEAs, if they reasonably suspect a person is not a District residency, can request additional supporting documentation from the enrolling person.

Newly enrolling students

Students who are *new* to the District of Columbia public school system may not appear in the application because they do not yet have a USI or OSSE can not connect them to your LEA. However, OSSE is using My School DC data for the first time to resolve some of these problems for new students.



School confirms residency indicator in Qlik

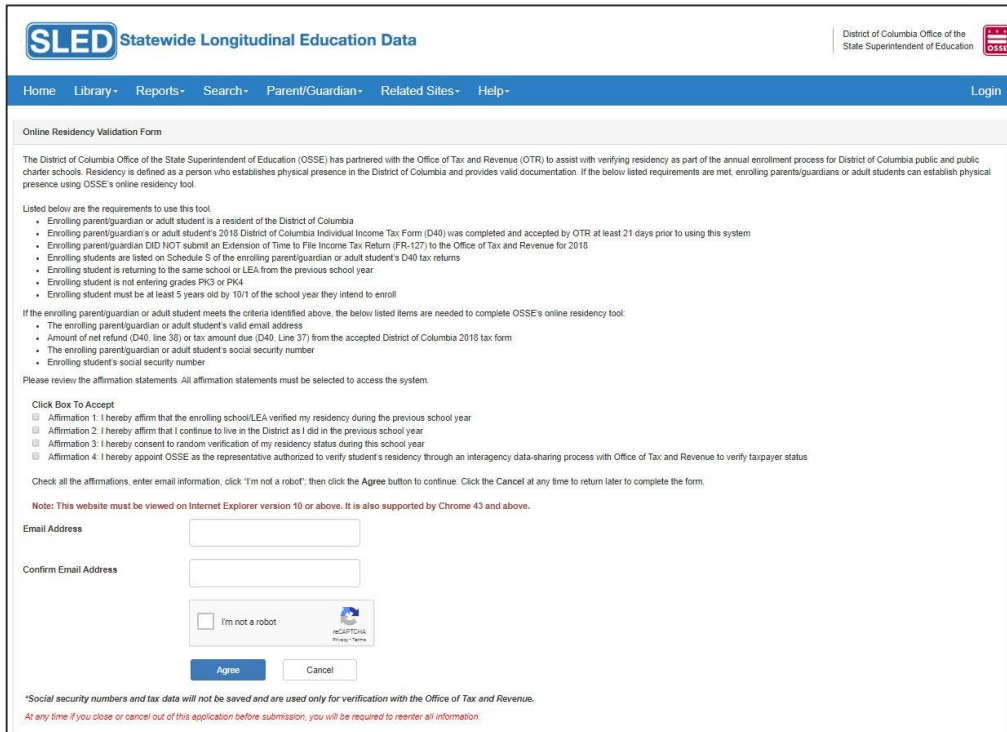
(Method A)

QLIK SY21-22 OSSE Subsidy Residency Link

The residency indicator **must be marked "Y"**.

Students are only added to the application, they are not removed during the year.

If residency indicator is "Y", then the LEA does not need to collect additional supporting residency documents, but should if they reasonably suspect the enrolling person is not a District resident.



SLED Statewide Longitudinal Education Data

District of Columbia Office of the State Superintendent of Education

Home Library Reports Search Parent/Guardian Related Sites Help Login

Online Residency Validation Form

The District of Columbia Office of the State Superintendent of Education (OSSE) has partnered with the Office of Tax and Revenue (OTR) to assist with verifying residency as part of the annual enrollment process for District of Columbia public and public charter schools. Residency is defined as a person who establishes physical presence in the District of Columbia and provides valid documentation. If the below listed requirements are met, enrolling parents/guardians or adult students can establish physical presence using OSSE's online residency tool.

Listed below are the requirements to use this tool:

- Enrolling parent/guardian or adult student is a resident of the District of Columbia
- Enrolling parent/guardian's or adult student's 2018 District of Columbia Individual Income Tax Form (D40) was completed and accepted by OTR at least 21 days prior to using this system
- Enrolling parent/guardian DID NOT submit an Extension of Time to File Income Tax Return (FR-127) to the Office of Tax and Revenue for 2018
- Enrolling students are listed on Schedule S of the enrolling parent/guardian or adult student's D40 tax returns
- Enrolling student is returning to the same school or LEA from the previous school year
- Enrolling student is not entering grades PK3 or PK4
- Enrolling student must be at least 5 years old by 10/1 of the school year they intend to enroll

If the enrolling parent/guardian or adult student meets the criteria identified above, the below listed items are needed to complete OSSE's online residency tool:

- The enrolling parent/guardian or adult student's valid email address
- Amount of net refund (D40, line 36) or tax amount due (D40, Line 37) from the accepted District of Columbia 2018 tax form
- The enrolling parent/guardian or adult student's social security number
- Enrolling student's social security number

Please review the affirmation statements. All affirmation statements must be selected to access the system.

Click Box To Accept


- ☐ Affirmation 1: I hereby affirm that the enrolling school/LEA verified my residency during the previous school year
- ☐ Affirmation 2: I hereby affirm that I continue to live in the District as I did in the previous school year
- ☐ Affirmation 3: I hereby consent to random verification of my residency status during this school year
- ☐ Affirmation 4: I hereby appoint OSSE as the representative authorized to verify student's residency through an interagency data-sharing process with Office of Tax and Revenue to verify taxpayer status

Check all the affirmations, enter email information, click "I'm not a robot", then click the **Agree** button to continue. Click the **Cancel** at any time to return later to complete the form.

Note: This website must be viewed on Internet Explorer version 10 or above. It is also supported by Chrome 43 and above.

Email Address

Confirm Email Address

☐ I'm not a robot 

Agree **Cancel**

*Social security numbers and tax data will not be saved and are used only for verification with the Office of Tax and Revenue.
At any time if you close or cancel out of this application before submission, you will be required to reenter all information.

Online Residency Validation form through Office of Tax and Revenue

(Method A)

Must be completed by the enrolling parent.

Pre-K 3 and pre-K 4 and newly enrolling are eligible but may not be successful because of data matching issues.

If successful, this student will appear in the QLIK application with a "Y" in the residency indicator column.

Specific instructions for enrolling persons are on the site.

[Online Residency Validation Form Link](#)

Promote this method with your families!

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



(Date)

To Whom It May Concern:

This letter is to inform you that _____ (Name of Child), Age: _____, DOB: _____, Social Security #: _____, is a Ward of the District of Columbia's Child and Family Services Agency. This has been his/her legal status since _____ (Date) by Order of the Superior Court of the District of Columbia. He/she is a resident of the District of Columbia and because of his/her legal status as a committed Ward his/her income is zero. _____ (Social Worker) verified that this youth is a United States citizen.

The current address is _____.

If you have any questions and/or concerns, please do not hesitate to contact me at _____ (Social Worker's phone number).

Sincerely,

(Social Worker's Name)
Social Worker
(Division or Unit)

200 I Street, SE ♦ Washington, DC 20003
Web: www.dccchildandfamilyservices.com

Ward of State Order

(Method A)

A currently valid court order indicating that the student is a ward of the District.

or

A formal correspondence from the DC Child and Family Services Agency (CFSA)

The formal correspondence must state that the student is a ward of CFSA and includes the social worker name and contact information.

The letter must be signed by the social worker or other authorized representative.



Valid Supporting Residency Documents

Method B

ABC VE Firm
 Payroll Account

Check #: 123
 Date: May 24, 2020

Pay to the order of Enrolling Person
One-thousand, four-hundred, three dollars and 56/100 Dollars

\$1,403.56

MEMO: PPE May 24, 2020
Cash Isking
 Chief Financial Officer

Sample

Detach check above before depositing and save checkstub below for your records.

ABC VE FIRM
 Employee: Enrolling Person
 Pay Period: May 13 - 24, 2020

Check #: 123
 Date: May 24, 2020

	Current	YTD
Gross Earnings	\$1,680.00	\$18,480.00
Deductions:		
Federal Income Tax	\$141.38	\$503.88
Social Security (FICA)	70.56	200.56
Medicare	24.36	78.36
State (DC) Income Tax	23.34	98.34
State Disability Insurance (SDI)	16.80	84.80
	<u>\$276.44</u>	<u>\$3,040.84</u>
Net Pay	\$1,403.56	\$15,439.16

Pay stub

(Method B – 1 required)

Issued within 45 days of school's review of DCRV.

Must contain withholding of DC personal income tax **only** and no other states, even if the amount is zero.

DC personal income tax withholding must be greater than zero for both the current tax year and current pay period.

Same name and address as enrolling person on DCRV.

DC Financial Assistance Program
Government of the District of Columbia
1050 First Street NE
Washington, DC 20002



Date: April 1 2020

Account ID: 999999999

Suzy Creamcheese
54 District Street NW
Washington, DC 55555

Subject: ELIGIBILITY FOR DISTRICT OF COLUMBIA FINANCIAL ASSISTANCE PROGRAM

Dear Suzy Creamcheese:

Based on the information you submitted the following individuals are eligible for the financial assistance program:

List of eligible participants:

Relationship	Name
Mother	Suzy Creamcheese
Child	Frank Creamcheese
Child	Lolly Creamcheese

Your program participation card is free and can be picked up at the following locations:

- Address 1, Washington, DC 20000
- Address 2, Washington, DC 20000

Program eligibility is valid for one year and will expire on 4/1/2021. If you have any questions, please contact us at (555) 555-5555.

ELIGIBILITY WORKER

Unexpired official documentation of financial assistance from the Government of the District of Columbia

(Method B – 1 required)

Issued to the enrolling person within the past 12 months and current at the time presented to the school.

“Received” stamps by school do not count as the current date.

Federal financial assistance programs, except SSI, **do not** qualify as valid supporting documentation **unless** facilitated by a DC Government agency such as the Department of Human Services (DHS) or DC Housing Authority (DCHA).

Documentation should include agency letterhead or agency title

Same name and address as enrolling person on DCRV.



For additional guidance, a detailed guide on reviewing [DC financial assistance](#) documents is available on the OSSE website.



District of Columbia
Office of the State Superintendent of Education

Office of Enrollment and Residency (OER) LEA Guide: Accepting DC Financial Benefit Documentation

It is the responsibility of each school and local education agency (LEA) to collect valid documentation to verify residency of students at the time of enrollment. There are several document types and methods enrolling persons can use to complete residency verification. For more information on the residency verification process, methods, and documents, please review the [OER Handbook on the OSSE website](#).

The purpose of this document is to provide LEAs and schools with additional guidance on reviewing DC financial assistance documents¹. Valid DC financial assistance documents can come from several different DC Government agencies making it uniquely difficult for review and acceptance by enrolling school officials. Current guidance, as outlined in the OER Handbook (version March 2021) is as follows:

Regulatory Requirement: Current official documentation of financial assistance received by the student or person seeking to enroll the student from the DC Government including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income (SSI), housing assistance, or other governmental programs.

Additional Interpretive Guidance: The document must be issued to the enrolling person within the past 12 months and be current (not expired) at the time of the school official's review of residency documentation and date of school official signature on the DC Residency Verification (DCRV) form. The document must have the same name and address of the enrolling person as identified on the DCRV. Documentation can also include a snapshot received from the enrolling person or the payment of benefits. While some documents may not include a signature of the official, the agency's title or letterhead should be present on the document. Some documents are considered recertification letters, and these should not be considered if the period for recertification has passed. For example, if the family is enrolling for the 2020-21 school year, a letter recertifying for 2019 would not be valid.

Federal financial assistance programs, except SSI, do not qualify as valid supporting documentation unless facilitated by a DC Government agency such as the Department of Human Services (DHS) or DC Housing Authority (DCHA).

The following are specific examples of DC financial assistance documents and factors considered in determining validity. For the purposes of this guide, all documents are assumed to apply to the correct school year at the time of enrollment.

¹ Pursuant to SA DCMR § 5802.5, even if documentation is completed using the following guidance below, if a school/LEA reasonably concludes that additional information is needed to verify the student's residency, further documentation can be requested from the enrolling person.

osse.dc.gov



facebook.com/osse.dc



@OSSEDC



202.727.6436

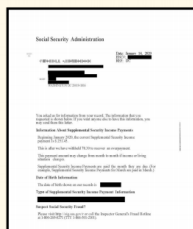
Examples of Acceptable Documentation

TANF (Email)

This email is acceptable because:

- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- A snapshot of current financial benefits that are being received at the time of enrollment; and
- It is issued by a DC Government agency, the Department of Human Services (DHS).

It also includes the agency official's contact information.



SSI Letter

This letter is acceptable because:

- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- It provides current financial benefits that are being received at the time of enrollment; and
- The document is on Social Security Administration (SSA) letterhead.

osse.dc.gov



facebook.com/osse.dc



@OSSEDC



202.727.6436

Unexpired official documentation of financial assistance from the Government of the District of Columbia

(Method B – 1 required)

OSSE has released a guide to support LEAs when reviewing DC financial assistance documents

The guide has specific examples of DC financial assistance documents and factors considered in determining validity.

The guide is available on the OSSE website here:

[OER LEA Guide: Accepting DC Financial Benefit Documentation](#)



For additional guidance, a detailed guide on reviewing [DC financial assistance](#) documents is available on the OSSE website.

2016 D-40

1. Filing Status: ☐ Single ☐ Married ☐ Head of Household ☐ Dependent ☐ Amended ☐
 Status Form: D-40 ☐ Date From: 0 / 0 / 0 Date To: 0 / 0 / 0 Vendor ID: 1555 ☐ Deceased ☐
 2. Part Year Resident: ☐ Date From: 0 / 0 / 0 Date To: 0 / 0 / 0 ☐ Part Statute

Income Information

a. Wages, salaries, unemployment compensation and tips: ☐ If not filed
 b. Business income (or loss): ☐ If not filed
 c. Capital gain (or loss): ☐ If not filed
 d. Rental real estate, royalties, partnerships, etc.: ☐ If not filed

Computation of DC Gross and Adjusted Gross Income: ☐ If not filed

3. Federal adjusted gross income: FEB - 8 2017 ☐ If not filed

Additions to DC Income

4. Alternative tax deducted on federal forms: ☐ If not filed
 5. Other additions from DC Schedule I, Calculation A, Line 8: ☐ If not filed
 6. Add federal adjusted gross income, franchise tax deducted, and 990 Employee Number (CSA Employee Initials): ☐ If not filed

Subtractions from DC Income

7. Part year residents, enter income received during period of nonresidence: ☐ If not filed
 8. Taxable refunds, credits or offsets of state and local income tax: ☐ If not filed
 9. Taxable amount of social security and tier 1 retired retirement: ☐ If not filed
 10. Income reported and taxed this year on a DC franchise or salary return: ☐ If not filed
 11. DC and federal government survivor benefits: ☐ If not filed
 12. Other subtractions from DC Schedule I, Calculation B, Line 16: ☐ If not filed
 13. Total subtractions from DC income: ☐ If not filed
 14. DC adjusted gross income: ☐ If not filed

15. Deduction type: ☐ Standard Deduction ☒ Itemized ☐ If not filed
 16. DC deduction amount: ☐ If not filed
 17. Number of exemptions: ☐ If not filed
 18. Exemption amount: ☐ If not filed
 19. Add deduction amount and exemption amount: ☐ If not filed
 20. DC taxable income: ☒ If not filed

DC Tax, Credits, and Payments

21. Tax: ☐ If not filed
 22. Credit for child and dependent care expenses: ☐ If not filed
 23. Non-refundable credits from DC Schedule U, Part 1a, Line 7: ☐ If not filed
 24. DC Low Income Credit: ☐ If not filed
 25a. Enter the number of exemptions claimed on your federal return: ☐ If not filed
 25b. Total non-refundable credits: ☐ If not filed
 26. Total tax: ☐ If not filed
 27. DC Earned Income Tax Credit: ☐ If not filed
 27a. Enter the number of qualified EITC children: ☐ If not filed
 27b. For filers with qualifying children, Enter federal EIC: ☐ If not filed
 27c. For filers without qualifying children: ☐ If not filed
 28. Property Tax Credit: ☐ If not filed
 29. Refundable credits from DC Schedule U, Part 1b, Line 3: ☐ If not filed
 30. DC income tax withheld: ☐ If not filed
 31. 2016 estimated income tax payments and amount applied from 2015 return: ☐ If not filed
 32. Tax paid with extension of time to file or with original return if this is an amended return: ☐ If not filed
 33. Total payments and refundable credits: ☐ If not filed

Stamp: D.C. Government OFFICE OF TAX AND REVENUE (OTR) Customer Service Administration FEB - 8 2017 CERTIFIED - A TRUE COPY CSA Employee Number 05427 CSA Employee Initials [Signature]

Certified copy of form D40

(Method B – 1 required)

Issued by the Office of Tax and Revenue.

Must contain evidence of payment of DC taxes for the most recent tax year.

Must bear the DC Office of Tax and Revenue stamp.

Same name and address as enrolling person on DCRV.



DEPARTMENT OF MILITARY BRANCH
PROGRAM EXECUTIVE OFFICER
MILITARY INFORMATION SYSTEMS
555 VIRGINIA ROAD, SUITE 55

4/1/2020

From: Program Executive Officer, Enterprise Information Systems
To: District of Columbia Public School

Subj: VERIFICATION OF ACTIVE DUTY MILITARY STATUS FOR COMMANDER SUZY CREAMCHEESE

1. This letter is to certify that Commander Suzy Creamcheese is currently serving on Active Duty in the U.S. Military Branch, effective July 19, 2001. Effective March 2019, Commander Creamcheese has been on Active Duty orders at Program Executive Office, Military Information Systems (PEO MIS), Program Manager for Military Systems Network (MSN), BAC 999, located in Washington, D.C.

Full Name: Suzy Creamcheese
Address: 5555 District Road NW, Washington, DC 20000
Dependents: Frank Creamcheese, Grace Creamcheese,
Rank/Rate: Commander (CDR)
Pay Grade: B-9
Date of Birth: 01 Jan 1981
DIEMS Date: 02 July 2000
Condition of Service: Honorable

2. This information has been verified in DEERS. If you have any further questions, please feel free to contact me at 555-555-5555.

B. Example
LCDR DMB

I authorize the release of the above information

S. Creamcheese
CDR DMB

Current military housing orders or statement on military letterhead

(Method B – 1 required)

Must be an official correspondence on military letterhead.

Must cite the specific DC address and residence.

Same name and address as enrolling person on DCRV.

Stationed location and intent to stay are not valid.



EMBASSY OF COUNTRY
345 DISTRICT STREET, WASHINGTON, DC 20000

4/1/2020

TO WHOM IT MAY CONCERN:

I, Embassy Official, Human Resources Officer at the Country Embassy in Washington, DC, hereby certify that

SUZY CREAMCHEESE

a Country employee, is assigned to the Country mission in Washington, DC, as Third Secretary since January 2019. As such, Suzy Creamcheese, as well as their spouse, Frank Creamcheese, and their children, Bonnie and Chad, are residing at 1234 District Avenue, Washington, DC 20000 and are housed at no cost to them by the Embassy of Country.

Suzy Creamcheese's mission will end in July 2022.

Sample

Embassy Official
Human Resources

Embassy letter

(Method B – 1 required)

Issued within the past 12 months.

Must contain an official embassy seal.

Must be signed by an appropriate embassy official.

Must indicate that the enrolling person or adult student, currently reside, or will reside, on embassy property in DC during the relevant school year.

Same name and address as enrolling person on DCRV.



DC motor vehicle operator's permit or non-driver identification

(Method B – 2 required)

Must be an official DC government issued driver license or non-driver identification.

Must be valid and unexpired.*

Same name and address as enrolling person on DCRV.

DC One Card and DC Government Employee badges are not acceptable.

DC drivers licenses can be verified using the DC DMV online tool:

[DC Drivers License Verification Tool](#)



DC motor vehicle registration

(Method B – 2 required)

Must be issued by the DC government (no Virginia registrations).

Must be valid and unexpired.*

Same name and address as enrolling person on DCRV.

RESIDENTIAL LEASE AGREEMENT [Single-Family House]

This Residential Rental Agreement ("Agreement") is entered into by and between Suzy Creamcheese ("Tenant"), and Oscar Sears ("Landlord"). Landlord and Tenant are collectively referred to in this Agreement as the "Parties". This Agreement shall be effective as of the date executed by Landlord, as set forth below.

For the covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **PREMISES:** The leased premises shall be comprised of that certain (including both the house and the land) located at 123 Main Street. Landlord leases the Premises to Tenant and Tenant leases the Premises on the terms and conditions set forth herein.

2. **TERM:** The term of this Agreement shall be a period of one (1) year, beginning on February 24th, 2020, and ending on February 23rd, 2021. After the expiration or earlier termination of the term without consent shall be a default of this Agreement and shall not be considered a month to month, unless Tenant pays and Landlord accepts payment calendar month (plus, if the term ends on a day other than the last day of the month during which the term ends). If such payment is not made and accepted, this Agreement will automatically renew on a month to month basis until terminated by either party in accordance with the notice of termination to be given by either party at least thirty (30) days prior to the designated date of termination, and the designated date of termination shall be a calendar month. If notice of termination is given, this Agreement shall terminate on the date for which notice is properly given. Except as otherwise set forth in the terms and conditions of this Agreement shall apply during the term of the tenancy.

3. **MONTHLY RENT:** The rent to be paid by Tenant to Landlord under this Agreement is \$ 2000 per month and shall be due on the 1st day of each month. Tenant shall pay any returned check fees. All delinquent rent from Tenant shall accrue interest at the rate of 15% per year until deemed additional rents. Rent for the first month (or, if applicable, the last month) shall be paid to Landlord at the time this Agreement is executed. Rent shall be prorated. Tenant shall not deduct or offset against rent any amounts due for applicable law.

4. **UTILITIES:** To the extent permitted by applicable utility service rules, Tenant shall transfer all utility accounts into Tenant's name promptly upon taking possession of the Premises.

RESIDENTIAL RENTAL AGREEMENT

TENANT'S INITIALS _____

26. **GOVERNING LAW:** This Agreement shall be governed by the laws of the jurisdiction in which the Premises is located.


27. **ENTIRE AGREEMENT:** This document constitutes the entire agreement and may be modified or amended only by written agreement signed by both Parties. There are no oral agreements between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the dates set forth below.

This is a legal document. Tenant acknowledges reading all of this agreement carefully and obtaining advice of counsel, if desired, before signing.

SIGNED:

Landlord:


Oscar Sears


Date: 2/20/2019

Address: 555 Nowhere Ave

Phone: (555) 555-5555

Tenant:

Suzy Creamcheese


Date: 2/20/2019

Phone: (555) 555-5555

RESIDENTIAL RENTAL AGREEMENT

TENANT'S INITIALS _____

6

Lease or rental agreement with separate proof of payment

(Method B – 2 required)

Lease requirements*:

Must contain the start date, monthly rent amount, name of landlord, and be signed by enrolling person and landlord.

Proof of payment requirements*:

May be a receipt of payment, money order, copy of cashed check, etc.

Must be for a period within two months immediately preceding the school's review of the DCRV

Must match the rent amount stated on the lease.

All documents must be the same name and address as enrolling person



*Additional guidance is provided in the [OER Handbook](#) published in March 2021.

<p>Return this coupon with made payable to Pepco</p>	<p>with</p>
	<p>Enrolling Parent 123 MAIN ST WASHINGTON DC 20016-5065</p> <p>700000000000000000000000</p>




your payment

Account number	1234 5678 90
Total amount due by Nov 28, 2020	\$99.07
Total amount due after Nov 28, 2020	\$100.06

Amount Paid: \$

PO BOX 13608
PHILADELPHIA PA 19101



00000000000000000000000000990700000000099070015

Utility bill with separate proof of payment

(Method B – 2 required)

Utility bill requirements:

May only be a gas, electric, or water bill

Must be for a period within two months immediately preceding the school's review of the DCRV.

Proof of payment requirements:

Must be a separate paid receipt on the utility bill provided such as receipt of payment printout, money order, copy of cashed check, credited amount, or subsidy payment letter for utility.

All documents must be the same name and address as enrolling person



Valid Supporting Residency Documents

Method C



Home Visitation Consent & Verification Form – 2021-22 School Year

Use this form to consent to allowing a school official to verify District of Columbia residency by visiting your residence. Complete one form per student enrolling in a DC public or public charter school.

Step One: Provide information about your family.

Student First Name:	Student Last Name:	DOB:
Enrolling Person:		
I am <input type="checkbox"/> student's parent/guardian/custodian <input type="checkbox"/> student's Other Primary Caregiver and completed the OPC Form		
the: <input type="checkbox"/> adult student <input type="checkbox"/> minor parent and completed the sworn statement		
Address of enrolling person:	City:	State: ZIP:
Email:	Phone:	

Step Two: Consent to home visit by a school official.

I hereby consent for a school official to conduct a home visit for the purpose of validating my DC residency. Personal information that may be collected in connection with this visit is to be retained in the official record of the student and will not be transferred or disclosed outside of the school, local education agency or state education agency, except where disclosure is required by law or is pursuant to the verification of my District residency. This information will be used for the purpose of validating District residency of the student's parent, guardian, or other primary caregiver, or of the adult student him/herself.

Signature of Person Enrolling Student: _____ Date: _____

SCHOOL OFFICIAL USE ONLY The following information was verified by a school official conducting a home visit by a school official.

Step 1	Date of Home Visit (mm/dd/yyyy):	<input type="checkbox"/> In-person <input type="checkbox"/> Remote
Step 2	Name of people residing in the home:	Relationship to student:
Step 3	Who is the Primary Lease/Mortgage Holder?	Is the student on the lease? <input type="checkbox"/> Yes If no, explain: <input type="checkbox"/> No
Step 4	Is there evidence that the enrolling person resides at the residence? Describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Step 5	If enrolling person is an Other Primary Caregiver, is there evidence that the student resides at the residence? Describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Step 6	Check only one: <input type="checkbox"/> I have confirmed District residency of the enrolling person by conducting a home visit. <input type="checkbox"/> I have confirmed District residency of the enrolling person and student by conducting a home visit (OPC Only). <input type="checkbox"/> I was unable to confirm District residency of the enrolling person by conducting a home visit. <input type="checkbox"/> I was unable to confirm District residency of the enrolling person and student by conducting a home visit (OPC Only).	

I certify that I am the school official authorized by the above named school to conduct a home visit for the student named above. I attest that the information herein provided is true to the best of my knowledge based on the home visit I conducted.

School Official Name (print): _____ Signature: _____ Date: _____

Home visitation by school official

(Method C)

The family must consent to the home visit.

The form must be signed by both the enrolling person and school official.

Can be used as an alternative when family can't provide documents or as the primary residency verification.





Valid Supporting Residency Documents

Special Circumstances

Adult student – special circumstances

In rare cases, adult students are residents of the District of Columbia under special circumstances due to their current employment and may lack valid supporting documentation.



Residing at Home

If the adult student is residing in the District residence of the adult student's parent(s), they complete the DCRV and have the parent submit the Sworn Statement along with the valid supporting residency documentation for residency verification.



Au Pair

Au pairs who are residing in DC as part of an international job program can qualify for a tuition-free education provided that they complete the DCRV and submit the following for residency verification:

- 1) Current, unexpired United States Department of State J-1 Visa; or Au Pair Agency Placement Letter with the address where they will reside; AND
- 2) Driver license, passport, or other form of legal identification

Adult student – special circumstances (Cont.)



Job Corp Participant

Job Corps participants who are stationed in DC as part of the program can qualify for a tuition-free education provided that they complete the DCRV and submit the following for residency verification:

- 1) Current, unexpired Job Corps enrollment letter identifying participation the residential program and address where they will reside; AND
- 2) Driver license, passport, or other form of legal identification



Clergy Member

Clergy members attending seminary school in DC can qualify for a tuition-free education provided that they complete the DCRV and submit the following for residency verification:

- 1) Current, unexpired Seminary School Letter confirming the adult student's address and role in this category; AND
- 2) Driver license, passport, or other form of legal identification.

Adult student – special circumstances (Cont.)



Adult Student Supported by DDS

The Department on Disability Services (DDS) serves District residents with an intellectual disability, and these services may involve placement in an out-of-state facility. Adult students receiving services from DDS may establish bona fide District residency by:

1) The LEA submitting a Consent to Obtain or Release Record Information form to a DDS service coordinator and the DDS service coordinator provides a residency verification letter.

2.) The LEA marks DC Financial Assistance on the DCRV

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

Andrew Beas, Director
One Independence Square
250 E Street, SW, Washington, DC 20003
202-724-1000 | www.dds.dc.gov

LIFE. YOUR WAY.

[Insert Date]

To Whom It May Concern:

This letter is to inform you that [Insert Name of Person], Age: __/__/__, Last Four Digits of Social Security #: xxx-xx-____ is a resident of the District of Columbia receiving services from the Department on Disability Services. He/she is receiving Medicaid benefits from the District of Columbia. This Service Coordinator verified that this person is a United States citizen.

The person's current address of record is _____

Please note that, in accordance with D.C. Official Code § 7-1301.03(22), "a person with an intellectual disability who would be a resident of the District of Columbia if the person had not been placed in an out-of-state facility by the District" continues to be considered a "resident of the District of Columbia".

If you have any questions and/or concerns, please do not hesitate to contact me at (202) ____-____.

Sincerely,

[Insert Name of Service Coordinator]
Service Coordinator or if:
Service Planning and Coordination Division
Developmental Disabilities Administration

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

CONSENT TO OBTAIN OR RELEASE RECORD INFORMATION

☐ Male ☐ Female born _____ residing at _____

Person's full name _____ Date of birth _____

Address of person _____ City _____ State _____ Zip Code _____

I hereby request that the following information: _____

be disclosed by _____

Name of person, program, and/or organization obtaining information _____

Address _____ City _____ State _____ Zip Code _____

TO: _____

Name of person, program, and/or organization obtaining information _____

☐ Patient ☐ Attorney ☐ Advocate ☐ Other _____

Address _____ City _____ State _____ Zip Code _____

solely for the purpose of _____

To apply both now and in the future _____

This consent will expire exactly one year from the date of signature or on the date specified within one year: _____

Date of expiration _____

PURSUANT TO THE DISTRICT OF COLUMBIA MENTAL HEALTH INFORMATION ACT OF 1978 AS AMENDED (D.C. OFFICIAL CODE § 7-1301.01 et seq., SPECIFICALLY § 7-1301.01), THE CITIZENS WITH INTELLECTUAL DISABILITIES ACT AS AMENDED (D.C. OFFICIAL CODE § 7-1301.01 et seq., SPECIFICALLY § 7-1301.03), THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AS AMENDED (Pub. L. 104-191), AND OTHER LOCAL AND FEDERAL PRIVACY ACTS, I VOLUNTARILY CONSENT FOR THE DEPARTMENT ON DISABILITY SERVICES TO OBTAIN OR RELEASE RECORD INFORMATION FOR THE PURPOSE STATED ABOVE. I UNDERSTAND THAT THIS CONSENT CAN BE REVOKED BY ME IN WRITING AT ANY TIME. I UNDERSTAND THAT THIS INFORMATION MAY NOT BE REDISCLOSED WITHOUT MY PERMISSION.

SIGNED (check one): ☐ Person ☐ Legal Guardian ☐ Durable Power of Attorney

Print Name _____ Signature _____ Date _____

EXPLAINED BY: _____

Agency provider or representative _____ Date _____

Title _____ Phone number _____




One Independence Square • 250 E Street, SW • Washington, DC 20003 • 202-724-1000 • www.dds.dc.gov

Address Confidentiality Program (ACP) participants

ACP participants are provided an Authorization Card certifying all requirements were met for participation, including District residency.

The ACP card is valid supporting residency document that can be submitted. The LEA shall verify participation.

Authorization Card Image

 Address Confidentiality Program Authorization Card	  GOVERNMENT OF THE DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR
Pursuant to D.C. Law 22-118, the Address Confidentiality Program of 2018, the following person is authorized to use the following substitute address for legal purposes.	A District Agency shall accept the substitute address as the participant's residential address when presented with this card. This Address shall be accepted as the participant's address of record and must be used on all correspondence.
Jennifer Smith 441 4th Street, NW #727N-19000 Washington, DC 20001	Questions regarding the program or verification for service eligibility? Please contact the ACP Program at acp@dc.gov or 202-788-2131
Expiration Date: 2022-10-04	Certification #19000
Participant or Authorized Representative Signature Required	

Special Circumstances and the DCRV

Write in the approved circumstance or the document will be rejected by the auditor.

Approved circumstances:

- Au Pair
- Job Corp
- Clergy
- ACP

Step Four: Bring this completed form and applicable documentation to your school.

SCHOOL OFFICIAL USE ONLY The following method was used to verify District of Columbia residency. Choose ONE method.

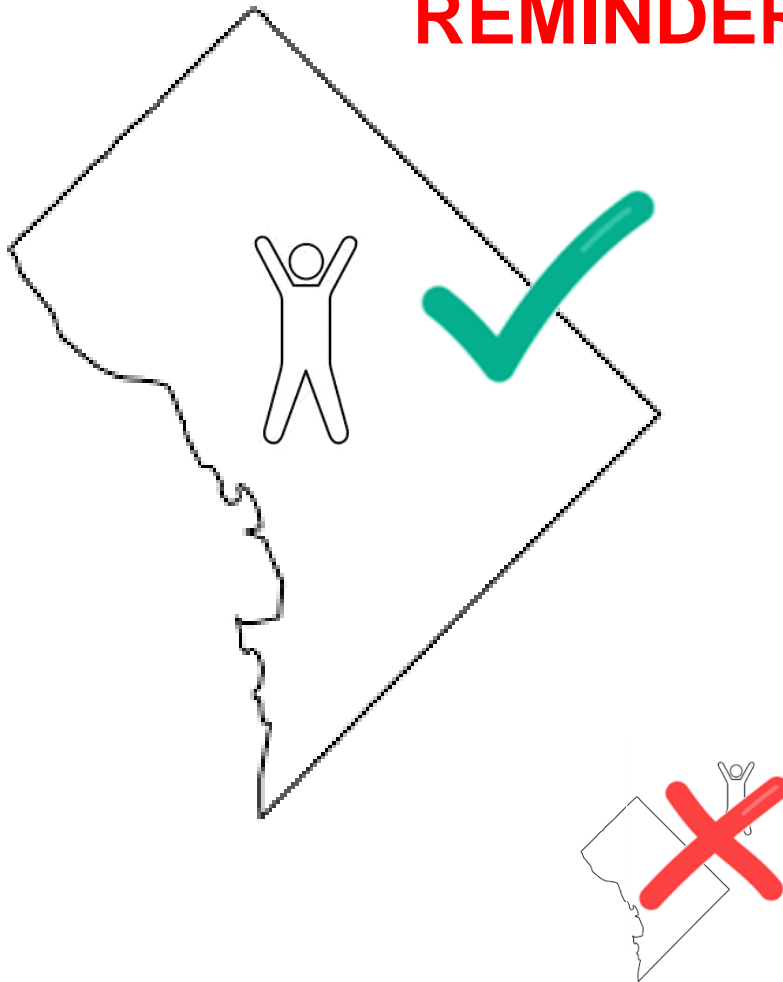
I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): _____ Signature: _____ Date: _____

Method A: School official verified <input type="checkbox"/> OSSE Residency Verified (QUIK or ASPEN) <input type="checkbox"/> Homeless liaison verified <input type="checkbox"/> Ward of DC	Method B: Select one document <input type="checkbox"/> Pay stub <input type="checkbox"/> DC Gov financial assistance <input type="checkbox"/> Certified DC Tax Form-D40 <input type="checkbox"/> Military housing orders <input type="checkbox"/> Embassy letter	Method B: Select two documents <input type="checkbox"/> DC motor vehicle registration <input type="checkbox"/> DC driver's license/non-driver ID <input type="checkbox"/> Lease with payment <input type="checkbox"/> Utility bill with payment	<input type="checkbox"/> Method C: Home visit <input type="checkbox"/> Non-resident
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REMINDER



What is bona fide residency?

A bona fide resident is someone who is *physically* present in the District.

In addition, they also need to provide valid supporting documentation to support their claim of residency.

Exceptions – students experiencing homelessness, and DC students in foster care but housed in another state.

Do not “make the documents work”



Enrolling ineligible non-resident students can result in the student being excluded from school, the family being liable for retroactive tuition, and referral to the Office of the Attorney General for prosecution.



Pursuant § 38–312. Any person, **including any District of Columbia public schools or public charter school official**, who knowingly supplies false information to a public official in connection with student residency verification shall be subject to charges of tuition retroactively, and payment of a fine of not more than \$2,000, or imprisonment for not more than 90 days.



Residency Document Collection

Collection format of supporting residency documentation

Supporting residency documents that require the enrolling person to submit a document to the LEA may be collected in person or through electronic submission.

Documents collected by the LEA through an electronic submission may contain personally identifiable information (PII). It is the LEAs responsibility to ensure the privacy and protection of student information in compliance with all applicable federal and local laws. In addition, electronic submissions shall meet the following requirements:

- The documents shall be legible;
- The documents shall be exportable;
- The documents shall be provided in the required format for OSSE's annual enrollment audit;
- The documents shall be maintained in accordance with all records retention policies;
- The documents shall easily available to comply with the five-day requirement to submit for investigation purposes; and
- The documents shall not be altered, redacted, or expanded on in any way.



Enrollment Audit – Binder Preparation

- Physical binder
- E-file

Selecting an option

For the 2021-22 school year enrollment audit, OSSE will continue to provide two options for the initial residency document review (fieldwork).

LEAs will need to decide by August which option they would like.

Option is made at the school level or LEA level, but not the student level.

Physical binder

- Physical, printed documents in a binder
- Requires auditors to come to school in person for initial document review

E-file

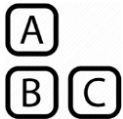
- Electronic documents uploaded to a folder for auditor review
- Auditors do not visit the school for initial document review
- New - Document due date will align with the auditor review date



Physical Binder

How to set up your physical documents for the audit

OSSE reviews the collected residency verification forms and supporting documents in person. Each school must organize the residency verification forms and supporting documentation as follows:



Place all enrolled students residency forms **alphabetically by last name** in binders.



There shall be **at least one binder for 100 students** for each school.



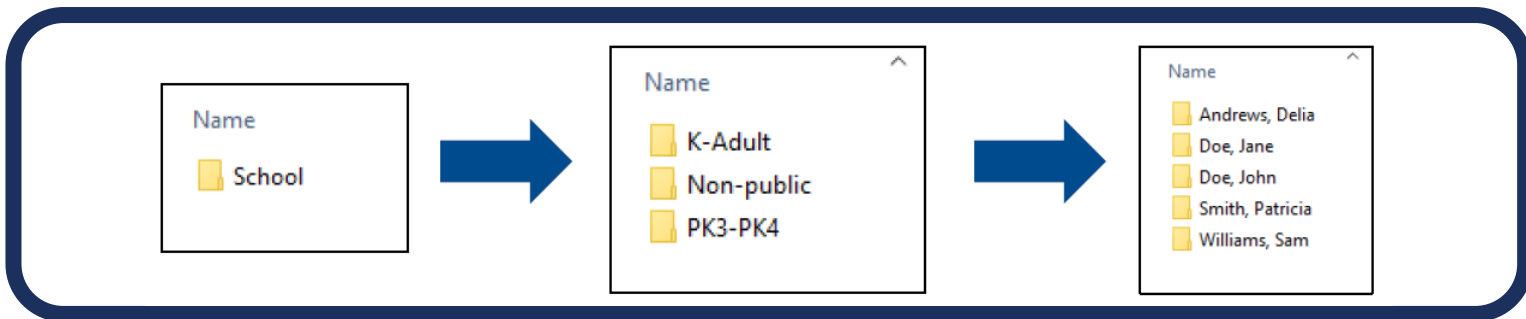
Organize the DCRV for each student with the **supporting documentation immediately following** the DCRV. *Do not staple any of the documents.*



E-file

How to set up your e-file documents for the audit

OSSE reviews the collected residency verification forms and residency documents remotely. Each school must organize the residency verification forms and supporting documentation as follows:



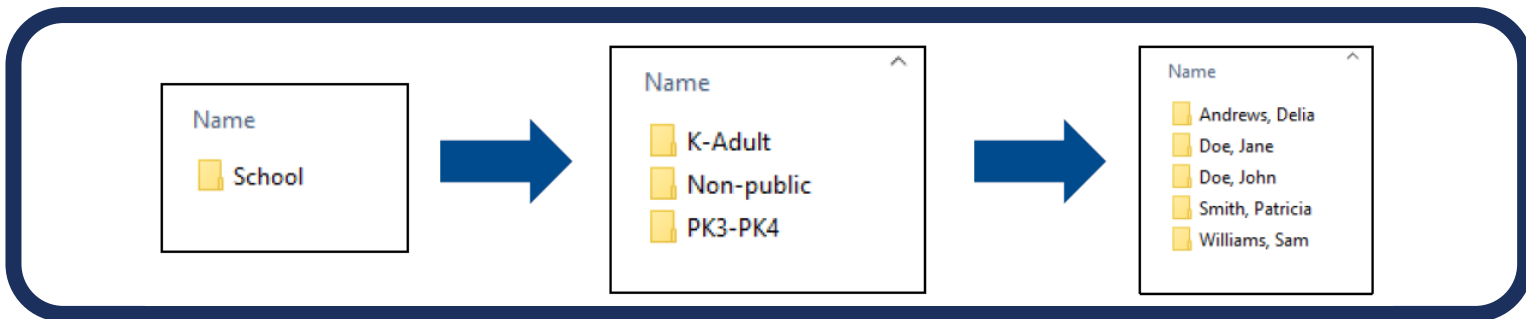
The LEA may decide how to order and label the residency documents within the student folder.



The LEA may request an alternative file structure. Requests for alternative structures should be made by August. Email osse.enrollmentaudit@dc.gov.

How to submit your e-file documents for the audit

The LEA will have several weeks to upload their files to a designated BOX folder. The folder will be specific to the school and for the 2021-22 school year. Each LEA will be assigned a specific deadline for upload.



The LEA uploads the electronic documents to their designated school enrollment audit folder in BOX.



The LEA has till their upload deadline to remove, add, and change uploaded documents in BOX.



Residency Records Retention Requirements

Records retention



10 YEARS

Residency documents must be maintained at the school attended for a period of no less than 10 years after the student exits the school – ***can be physical or electronic records.***

The LEA or educational institution shall not destroy any student record at any time if:

- there is an outstanding request to inspect and review them;
- there is pending legal action; or
- there is an open or ongoing investigation.

Key Takeaways

- LEAs with incomplete or invalid residency forms and documentation **do not receive funding** for the student.
- Residency is based on **physical presence** and supporting residency documentation.
- Only an **eligible** person can enroll a student.
- Other primary caregiver (OPC) is only allowable in situations where the parent, custodian, guardian suffers from **serious family hardship**.
- Both **families and school officials** can be held accountable for knowingly supplying false information.
- Residency records need to be kept for at least 10 years.



Non-Resident Enrollment and Tuition

Enrolling a non-resident student



An LEA can only enroll a non-resident if there are ***no*** eligible DC residents on the waitlist.



LEAs are ***not required*** to enroll an eligible non-resident on their waitlist.



LEAs ***do not*** receive UPSFF or the paid tuition for an enrolled non-resident student.

Enrolling a non-resident student cont.

If an LEA does decide to enroll an eligible non-resident student (no DC residents on the waitlist), the non-resident's stage 5 enrollment is contingent on the following:



Confirmation from OSSE that a tuition agreement has been completed.



Confirmation from OSSE that an initial tuition payment has been made.

Email osse.residency@dc.gov the moment you know that you will be enrolling a non-resident student.

Re-enrollment as a non-resident

Non-residents approved to attend a District public school may remain enrolled until the final grade without reapplying only if:



They have paid their non-resident tuition in full by July 15 of each school year.



Their initial enrollment was in accordance with all applicable policies, regulations, laws, and not based on false or fraudulent information.

Moving out of DC

There are three circumstances where a student who was a DC resident but is now a non-resident, is eligible to remain enrolled at their District public school without reapplication as a non-resident. The first two depend on the grade of the student.

- 1 They are enrolled and attending the final grade at the school.
- 2 They would have re-enrolled in the final grade of the school in September, but became a non-resident during the school year or summer prior to the final grade at the school.

Both circumstances are contingent on the following:

- Approval by the LEA to serve the student as a non-resident
- Completion of a tuition agreement
- Payment of non-resident tuition

Moving out of DC cont.

The third circumstance where a student who was a DC resident but is now a non-resident involves wards of the state.

- 3** They are no longer a ward of the District and are in the custody of a parent, guardian, or custodian who resides outside the District.

This circumstance applies under broader conditions:

- They shall be approved to attend the District public school they attended before being permanently placed.
- A tuition agreement is not completed.
- Non-resident tuition is not collected.
- Is not conditional on the current grade but are only eligible to remain enrolled until the final grade at the school.

Moving out of DC cont.

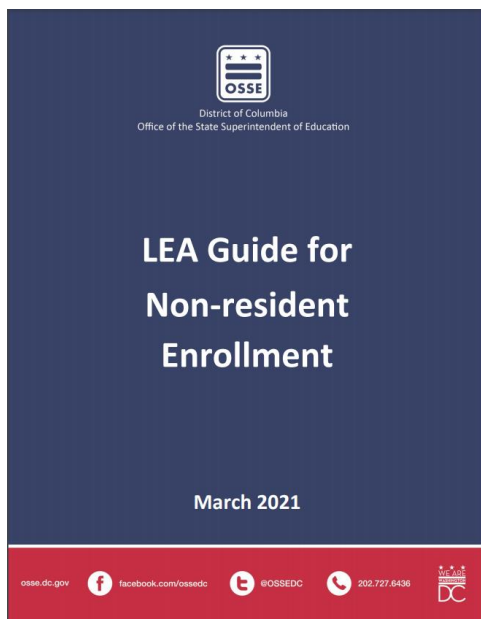


If a student does not meet one of these three circumstances, then the LEA shall work with the family to withdraw the student immediately. The student must reapply as a non-resident.



If a student does meet one of these three circumstances, contact OSSE at osse.residency@dc.gov for next steps.

These circumstances apply at ***any point in the school year***. Even if a student moves in the last month of the school year, the LEA is required to withdraw them if they do not meet these three circumstances. The student must reapply as a non-resident.



Non-resident Tuition FAQ

and

LEA Guide for Enrolling Non-residents

OSSE now has an FAQ document for families interested in attending as non-residents as well as a guide for LEAs interested in enrolling a non-resident student.

Both are available on the OER website.

- [Non-resident Tuition FAQ](#)
- [LEA Guide for Enrolling Non-residents](#)





Suspicion of Non-residency and Investigations

Before you submit a tip...

Quick review:

- For minor students, residency is where the parent, guardian, or custodian physically resides, not the student.
- DC only requires **one** parent, guardian, custodian to be DC resident for a student to attend a District public school.
- OSSE does not investigate DCPS boundary issues, only issues of non-residency.

If the enrolling person **tells** you they are not a resident, you don't need to submit a tip, just work with the parent to withdraw the student. If they have been a non-resident for a long time, let us know.

LEA and suspicion of non-residency



Pursuant to 5-A DCMR § 5002.5, even if documentation is completed in accordance to this training, if a school/LEA reasonably concludes that additional information is needed to verify the student's residency, further documentation can be requested from the enrolling person by the LEA.

If you reasonably suspect the enrolling person to be a non-resident, you can:

Ask for additional supporting residency documentation.

Request a home visit from the person enrolling

Reporting suspicion of non-resident as an LEA



Online (preferred)



Hotline

<https://dc-osse-oer.i-sight.com/portal>

(202) 719-6500

- Easiest way to submit a tip.
 - Allows for easy upload of required residency documents.
 - Receive confirmation of receipt and a case number.
- Information is collected over the phone.
 - Requires emailing required documents or follow-up by investigator delaying the investigation.



Q + A



Contact

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- Enrollment Audit

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- Duplicative Enrollments
- Records Retention Monitoring

Veita Clark, Management Analyst

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- Non-resident tuition

Eric Block, Investigator

Eric.Block@dc.gov

Ahmad Hamed, Investigator

Ahmad.Hamed@dc.gov

For questions about or related to the enrollment audit, contact

Osse.enrollmentaudit@dc.gov

If parents have questions about non-resident tuition, contact

Osse.residency@dc.gov

